



Code of Practice - Students

This Code of Conduct has also been developed to reflect the requirements and obligations of Career Development and Training towards staff and students under State and Federal legislation such as:

Commonwealth of Australia Acts

- Copyright Act 1968
- Disability Services Act 1993
- Equal Employment for Women in the Workplace Act 1999
- Human Rights and Equal Opportunity Commission Act 1986
- National Vocational Education and Training Regulator Act 2011
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Workplace Relations Act 1996

Australian Capital Territory Acts

- Disability Services Act 1991
- Discrimination Act 1991
- Freedom of Information Act 2016
- Human Rights Act 2004
- Ombudsman Act 1989
- Smoking in Cars with Children (Prohibition) Act 2011
- Training and Tertiary Education Act 2003
- Work Health and Safety Act 2011
- Workers Compensation Act 1951

The principles of conduct have been derived from and are consistent with Career Development and Training's values which are:

- High academic standards, intellectual rigour and high-quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the Career Development and Training community; and
- High standards of ethical behaviour.

Meeting Student Expectations

With regard to policies and procedures, students can expect that Career Development and Training will:

- Ensure that all admission, selection, enrolment, assessment and academic progress policies and procedures are valid, explicit, fair and reliable;
- Guarantee that changes to courses, administrative procedures and regulations will not be made without appropriate notice and will not disadvantage currently enrolled students provided that satisfactory academic progress is made;
- Ensure that complaints and grievances are dealt with quickly and satisfactorily in accordance with procedures;
- Provide a healthy and safe environment in accordance with Career Development and Training WHS policies and procedures; and
- Comply with the privacy act and the freedom of information act and ensure that students have access to information held about them in accordance with these acts.



Career Development and Training will provide students with timely and accurate information as follows:

- Clear statements of the objectives, goals and assessment details of all subjects offered at the commencement of study in those subjects.
- Access to accurate and clear information about financial costs and available support services to enable students to make an informed choice about their applications for study.
- Access to accurate and timely information about subjects and courses including subject objectives, course content, assessment, workloads and attendance requirements.
- Dissemination of results within a reasonable time of completion of subjects or units of study and feedback on those results by teaching staff.

Career Development and Training will assure the quality of its programs of study through:

- A teaching and learning environment that meets quality standards for its courses, its teaching and its physical and academic infrastructure;
- A study environment in which students can engage in rational debate and freely express alternative points of view in that debate; and
- Reasonable access for students to academic staff for individual consultation, support and guidance.

Career Development and Training will enable student participation and feedback through:

- Allowing for, and encouraging considered feedback on students' teaching and learning experience in subjects and courses;
- Incorporating student feedback into Career Development and Training's continuous improvement cycle; and
- Providing for the representation of students on relevant decision-making committees.

Career Development and Training will ensure students' human rights by:

- Providing a study environment that is free from harassment, discrimination and abuse of power, and one which respects the privacy of individuals;
- Treating students with courtesy and respect;
- Providing equitable treatment irrespective of gender, sexual orientation, race, ethnic or cultural background, disability, marital status, age or political conviction; and
- Allowing students to express dissent or political and religious views and to engage in peaceful protest, subject to complying with the laws of Australia and not endangering the safety of other students, staff or members of the community.

Student Responsibilities

During their time engaged in Career Development and Training activities, Career Development and Training expects students to assume the following responsibilities:

With regard to policies and procedures, students must:

- Ensure that they are aware of, and understand the policies and procedures concerning their enrolment and use of Career Development and Training facilities and any property or facilities used by Career Development and Training to deliver activities, and to comply with Career Development and Training rules and policies and procedures as contained in the Career Development and Training Student Handbook and on the Career Development and Training web site;
- Respect all Career Development and Training property and facilities, including the library and computing resources and to respect the rights of others to use these facilities;
- Maintain academic integrity; and



- Not engage in frivolous complaints or grievances where there are no demonstrable or substantiated grounds for complaint.

With regard to timely and accurate information, students must:

- Attend classes and submit work in a timely manner; and
- Supply accurate and timely personal and other information to Career Development and Training, recognising that Career Development and Training is required to comply with the privacy act and the freedom of information act.

With regard to their educational experience, students must:

- Be well informed about course requirements and to plan appropriately;
- Take joint responsibility for their learning and to accept responsibility for moving towards intellectual independence.
- Monitor their own progress in the teaching and learning environment and academic program, in the context of reasonable access to academic staff for assistance and to the various academic support services;
- Prepare for and actively participate in learning experiences such as discussion and debate;
- Incorporate feedback into their learning experience, and be aware of the specific rules and course requirements applying in the school of their course of study; and
- Conduct themselves in a professional manner while undertaking professional placement and fieldwork and respect the confidentiality of client or commercial information made available to them as part of their placement.

With respect to participation and feedback, students must:

- Provide considered and honest feedback to Career Development and Training and its staff on the quality of teaching and services; and
- Participate actively in and contribute to the committees on which they are representatives or members.

With respect to human rights, students must:

- Treat staff and other students with respect and courtesy;
- Treat other members of Career Development and Training equitably irrespective of cultural background, disability, gender, sexual orientation, marital status, age or political conviction;
- Respect the rights of other members of the Career Development and Training community to express dissent or different political or religious views, subject to those actions or views complying with the laws of Australia and not endangering the safety of other members of the community;
- Show awareness of and sensitivity towards other cultures; and
- Respect the opinions of others and to engage in rational debate in areas of disagreement.

Standards of Behaviour

This Code of Conduct establishes the following standards of behaviour for students while they are studying at Career Development and Training. At all times students must:

- Follow all Career Development and Training regulations and requirements and respond to all lawful and reasonable directions from staff;
- Be aware that all forms of academic dishonesty or misconduct are unacceptable, and that Career Development and Training may take measures to test compliance;
- Use all equipment and resources appropriately, legitimately and safely following all work health and safety requirements; and



- Follow the recognised policy and procedures for grievances complaints and resolutions.

These Standards also establish any of the following behaviour as unacceptable:

- Wilful unlawful and/or violent and/or unsafe disruptions of teaching, tutorials, lectures, periods of instruction or other learning-based activities;
- Bullying, assaulting, harassing, intimidating or displaying aggressive, disruptive or ill-mannered behaviour towards others;
- Interfering with, or causing wilful or negligent damage or defacing to any Career Development and Training property;
- Theft of Career Development and Training or any personal property;
- Attending under the influence, or in possession, of alcohol, drugs or any prohibited substance;
- Attending with weapons or items likely to cause harm or intimidation to others at any time;
- Smoking within five (5) metres of building openings, air-conditioning intakes, gas storage areas or upon any external stairways or balcony; and
- Discriminating against anyone on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity, health status, both known or presumed, including HIV, viral hepatitis or STI status, or engagement in sex work or illicit drug use.

Breaches of the Code of Conduct

Students who breach the standards of this Policy may be subject to disciplinary action through the Career Development and Training's Counselling & Discipline Policy and Procedures.

Serious breaches may involve permanent expulsion from Career Development and Training and, in cases of suspected criminal activity, may involve referral of the matter to the relevant law enforcement authorities.

Consumption of Alcohol and Drugs

Alcohol consumption is illegal under the age of 18 and consumption of alcohol at Career Development and Training is not permitted by anyone, except where special permissions are granted by Career Development and Training management for designated functions to be held by and at Career Development and Training, and only for those of 18 years of age and above. Attending Career Development and Training under the influence of alcohol is also considered a breach of the Workplace Health and Safety Act, in that you place yourself and others at risk. Illegal use of alcohol or the use of illegal drugs on the premises of Career Development and Training will be reported to the police. Career Development and Training does not take responsibility for students whose function is impaired by the use of prescription drugs. It is the students' responsibility to inform Career Development and Training staff if they consider themselves in any way compromised by alcohol or drugs so appropriate measures can be taken.

Use of Communication and Information Devices

Use of mobile phones, iPods, MP players or cameras in classrooms is not permitted. Electronic learning resources such as computers and associated software, internet, intranet, online learning and e-library are available to students for educational purposes related to their studies at Career Development and Training only and should not be used for unlawful or irresponsible reasons.