

STUDENT CODE OF CONDUCT

This document serves to provide both prospective and enrolled students with knowledge of their rights, obligations, and behavioural expectations that are required to be abided by throughout their course enrolment and learning with Academy Training & Assessment.

Prospective students will be required to acknowledge compliance to the *Student Code of Conduct* during their enrolment process noting that failure to comply may result in disciplinary action taken by Academy Training & Assessment which may include the termination of a student enrolment over material matters.

Should you have any concerns or questions regarding this document and any of its contents, please refer these in the first instance to support@academytraining.com.au.

Student Rights

Whilst undertaking learning with Academy Training & Assessment, you always have the right to:

1. Have accurate and current information to make informed decisions regarding the training;
2. Be treated fairly and with respect;
3. Learn in a supportive and safe environment free of discrimination and harassment;
4. Apply for a refund, credit transfer or recognition of prior learning;
5. Have personal records kept private, subject to statutory requirements;
6. Have access to personal records on request;
7. Be given information about assessment requirements at the beginning of a unit;
8. Receive feedback on your academic performance;
9. Make a complaint about any staff member without fear of victimisation; and
10. Have complaints dealt with fairly, sensitively, promptly, confidentially & without recourse

Student Behavioural Obligations

Whilst undertaking learning with Academy Training & Assessment, you must:

1. Treat people with respect and fairness;
2. Not do anything that could offend, embarrass, harass or threaten others;
3. Provide feedback to help drive continuous improvement;
4. Not do anything that compromises the safety or wellbeing of yourself or others;
5. Notify Academy Training & Assessment of any difficulties, student support required or issues concerning participation, training, or assessment;
6. Show concern for others by refraining from using swear words, obscenities, or offensive remarks; and
7. Not harass or disrupt others in the performance of their duties.

Student Learning Obligations

Whilst undertaking learning with Academy Training & Assessment, you must:

1. Participate and attend as required;
2. Complete all assessment tasks by agreed and set dates;
3. Complete all assessments and tasks honestly without cheating; and
4. Not claim as their own work, work taken from another source or work done by other people (this includes new and emerging technology such as AI chatbots)