



# Skilled Up Institute

*unfold your career*

RTO Number: 40471 | CRICOS Code: 03666M

## Student Code of Conduct Policy and Procedure

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## Student Code of Conduct Policy

### 1. Purpose

The purpose of this code is to outline the way in which students of Skilled Up Pty Ltd Trading as Skilled Up Institute are expected to conduct themselves during their participation in training and assessment and outlines students' rights and responsibilities.

### 2. Scope

The CEO/RTO Manager is responsible for the implementation of this policy and procedure to ensure that staff are aware of its application and implement its requirements

### 3. Policy

#### 1. Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Skilled Up Pty Ltd T/A Skilled Up Institute holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Skilled Up Pty Ltd Trading As Skilled Up Institute (SUI) on the client services, training, assessment and support services they receive.

#### 2. Students' responsibilities

All students, throughout their training and involvement with, Skilled Up Institute, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.

- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Skilled Up in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on Copyright.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Skilled Up Institute if any difficulties arise as part of their involvement in the program.
- Notify Skilled Up Institute if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.
- For international students comply with their student visa requirements under the ESOS Act.
- Maintain social distance
- Ethical behaviour during classes/Practical or during assessment.
- MUST on webcam on trainer/assessor request.
- Use stable position to log in for classes.

### 3. Applicable legislation

This Student Code of Conduct is informed by the following pieces of legislation, with which all students must comply.

#### Commonwealth

- The Education Services for Overseas Students Act 2000 (ESOS Act)
- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Age Discrimination Act 2004
- Disability Discrimination Act 1992 – Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

#### Victoria

- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health And Safety Act 2004
- Working With Children Act 2005
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities

## Document Control:

<b><i>Policy ID (Document No):</i></b>	
<b><i>Delegate person:</i></b>	CEO/RTO manager
<b><i>Contact Officer:</i></b>	RTO Manager
<b><i>Endorsed BY:</i></b>	Chief Executive Officer
<b><i>Endorsement Date:</i></b>	Chief Executive Officer
<b><i>Implementation Date:</i></b>	January 2023
<b><i>Approved for Circulation:</i></b>	Chief Executive Officer
<b><i>Policy Circulation Date:</i></b>	January 2023
<b><i>Current Version:</i></b>	20230101
<b><i>Version Details</i></b>	<p>Date Written: March 2019</p> <p>Date Reviewed: September 2019</p> <p>Date Changed of Version: September 2019</p> <p>Last Update Version On: December 2019.</p> <p>Last Update Version On: January 2022</p>
<b><i>Next Review Date:</i></b>	December 2022
<b><i>Latest Change Details</i></b>	<p>Updated the enrolment process. Version and document control procedure (2019)</p> <p>Updated the Position. Version and document control procedure (2022)</p> <p>Updated the Version and Logo (2023)</p>
<b><i>For Staff access Document Location</i></b>	Saved on Skilled Up Server: Academic/policy