



STUDENT CODE OF CONDUCT

AIM AND PURPOSE

High standards of student behaviour are central to the role of training and assessment and in this Code of Conduct Westbourne College Pty Ltd, is making explicit the commitment of its students to these standards.

The purpose of the Code is to assist Westbourne College to establish and promote the maintenance and improvement of standards of all training delivered by Westbourne College as a nationally recognised and registered training organisation (RTO).

PRINCIPLES

It is expected that behaviour in class ensures a positive learning and teaching environment. Respect for other students and trainers is a requirement.

Students are expected to behave in a professional, respectful manner at all times and taking others into consideration.

Punctuality is essential to avoid disruption to other students and trainers. Constant interruptions due to late arrival will inhibit the learning opportunities of other participants and are disruptive for the trainer. Students are expected to respect other learners by being punctual at all times.

Students are reminded of their personal responsibilities regarding duty of care to themselves and other students including harassment in the learning environment. Under no circumstances will harassment and bullying be acceptable behaviour at Westbourne College, this applies in our face-to-face classroom environments and our online virtual spaces.

Students must agree to:

- Respect all rules and instructions provided to them by Westbourne College training and administrative staff.
- Respect the property of Westbourne College and the facilities and ensure they do not deliberately damage or vandalise. This includes being libelous and/or slanderous about Westbourne College online and through social media.
- Respect that a learning environment requires a collective approach to personal hygiene and that daily measures are taken to ensure basic personal hygiene is maintained prior to and during class.
- Treat other students and staff with respect and dignity at all times, including respect for faith, religion and cultural identity.
- Refrain from using profanity and language which may cause insult or offense.

PLAGIARISM, CHEATING OR COLLUSION

Westbourne College regards the integrity of its assessments as critical to its professional responsibilities.

Westbourne College does not tolerate plagiarism, cheating or collusion in training and assessment. Westbourne College has a policy and procedure for dealing with any form of cheating/collusion or plagiarism. You must agree to submit work at all times that is your own, especially with regard to final assessment.

DISCIPLINARY PROCEDURES

Westbourne College retains the right at all times to remove disruptive students from the classroom environment or suspend access to the online Student Portal. If this occurs it will also mean a forfeiture of any student fee paid up to that point. Students who are found to be acting inappropriately will be managed through a disciplinary process. Disciplinary actions may include:

- suspension from training room (physical or virtual)
- expulsion from training room (physical or virtual)

- expulsion from Westbourne College
- reporting matters to the relevant state or federal police body. This will occur for matters considered serious and criminal in nature. To be clear, these include:
 - Physical assault.
 - Sexual harassment.
 - Actions that are defined under Law as 'hate crimes'.
 - Stalking and harassing online.
 - Use of non- prescriptive illicit drugs on Westbourne premises, that includes locations where Westbourne is conducting training for employers or external clients.

SUMMARY

This Code of Conduct is simply to ensure that all students are provided with an environment that is safe and conducive for learning and is accessible and equitable. We ask that you respect each other while studying, support each other and make the learning journey an interesting and rewarding one.

Westbourne College staff are here to help and support you through the training program and we encourage you to approach staff in the first instance for any assistance or to report anything that may concern you or someone else indirectly.

We wish you well with your studies and future career.