

P21 – Student Code of Conduct



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General Behaviour

When communicating and interacting with ASMI staff and other students you have a responsibility to:

- i) treat people with respect and fairness regardless of their background or culture
- ii) show respect for others by not swearing, using obscenities or making offensive remarks
- iii) avoid behaviour that could offend, embarrass or threaten others
- iv) refrain from harassing or disrupting others in the performance of their duties or studies
- v) avoid unacceptable behaviour – including bullying, aggressive, threatening or abusive behaviour
- vi) make only truthful statements in regard to your student status or representation as a student or entitlements as a student

Outstanding/Overdue Payment of Fees

If you have outstanding/overdue payments to ASMI, you may not be eligible to:

- i) undertake/submit assessment
- i) continue to study
- ii) enrol into further study with the ASMI
- iii) receive certification documentation

Change of Enrolment

The approval for a change to a student enrolment does not remove the requirement for the student to pay any outstanding fees nor does it indicate the agreement to provide any refund. Administration fees are non refundable, irrespective of whether training has commenced. Refer to the Refund Policy and Procedure.

1. Withdrawal

To withdraw your enrolment, you are required to submit a formal, written application.

If you have received an unsuccessful result for an assessment item before withdrawing from the competency, you may receive a “Not Competent” result for the competency.

The possibility of any refund if you withdraw is dependent on the type and stage of the program you are enrolled in when you apply to withdraw.

2. Transfer

You are required to submit changes to your enrolment formally. The approval of transfer of a student within ASMI is at the discretion of the Director of Operations.

A student wishing to cancel their enrolment in order to transfer to another training provider should refer to the Student Transfer Policy and Procedure for further information.

3. Program Extensions/Deferral

Requests for extension/s to the completion of study date are at the discretion of the delegated officer, Director of Operations.

Progress of Study and Attendance

You are expected to achieve satisfactory progress in your studies. If you are having difficulty maintaining acceptable progress, you should discuss the situation with your trainer and/or the ASMI Director of Operations as soon as possible.

ASMI will systematically monitor students' course progress. It will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements; intervention strategies will be implemented to assist these students to attain their educational goals.

You should attend class on time and attend as required.

It is your responsibility to advise your trainers of any absence/s and if you are receiving external disability support services such as sign language interpreting, it is your responsibility to advise all external parties of any absence and if possible, provide at least 48 hours' notice.

Revocation and Replacement of Certification Documentation

ASMI may revoke your certification documentation if it was issued in error or it was found that the certification documentation was based on false or misleading representations.

if ASMI revokes your documentation, you will be advised in writing.

You must return or destroy the revoked documentation within 21 days of receiving written notice. You have the right to appeal this decision through ASMI.

Note: information concerning the revocation of certification documentation may be disclosed to other registered training providers.

If documentation is damaged or lost a student may apply for a replacement. Other circumstances that might necessitate the re-issue of documentation include, not received in mail, change of name.

Where a student is applying for replacement documentation due to a name change, a certified photocopy of the relevant supporting documentation must be supplied.

Fees may apply for the replacement of an award. Refer to the Awards Policy and Procedure.

Safety

Workplace health and safety regulations apply to all staff and students of ASMI. All staff and students have a responsibility to ensure that they work safely, without risk of injury to themselves or people around them.

When on ASMI premises or any premises used by ASMI (including sites used for excursions, live work or field work), or work experience, industry or vocational placement, you have the additional responsibility to:

- i) follow any safety practices required, for example, wear approved clothing and protective equipment and follow directions, both written and spoken, given by ASMI staff or the employer. You are entitled to challenge, respectfully, directions or decisions if they appear to be unlawful or unreasonable or endanger a person's health and safety.
- ii) not enter these premises with illegal drugs, alcohol, weapons or be under the influence of drugs or alcohol.
- iii) all relevant trade tools are to be supplied by the apprentice or the workplace. Your trainer will advise you of the safety requirements for your class, all machinery is to be used in accordance with these safety procedures whilst undertaking practical assessment.

Dress Code

ASMI is an adult learning environment that prepares you for business and industry, as well as for further career-related training. As such you are expected to dress in a manner that is neat, clean and safe at all times, and in a manner that would be expected in the workplace. There is no desire on the part of ASMI to make dress standards too rigid. However,

within ASMI and while on placement if applicable to your program, you should wear clothes appropriate to the vocation and in particular:

- i) be adequately clothed in accordance with health and safety requirements. You must wear all personal protective equipment and/or clothing required in the program. You are responsible for wearing appropriate clothing which minimises risk to yourself
- ii) wear appropriate footwear at all times. It is not permitted for anyone to enter ASMI grounds or buildings with bare feet
- iii) not wear clothing that is likely to offend others in terms of it lack of decency, modesty or cleanliness or any symbol or graphic worn to provoke, intimidate, condemn or ridicule others
- iv) not wear head attire that might limit the ability to be identified within ASMI buildings i.e. motorcycle helmet

Confidentiality

As an enrolled student of ASMI you may be required to attend practical work placements as part of your studies, during these placements, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you may become aware of during a placement. Breaches of confidentiality are considered to be acts of misconduct.

Campus Environment and Resources

You are required to assist in maintaining serviceable facilities, resources and equipment by:

- i) reporting breakage and/or faults with equipment to the trainer, or ASMI administration
- ii) leaving classrooms, workshops and laboratories neat and tidy after classes and tutorials and ensuring equipment and tools are cleaned and correctly stored
- iii) not using or installing unlicensed software on ASMI computers
- iv) checking all peripheral devices such as USB drives, CDs, DVDs, and other mass storage devices for viruses before use on ASMI computers

Children on ASMI Premises

In particular circumstances, to maintain access to ASMI programs, provision may be made for a student who is the parent/guardian of a young child to allow the child to accompany the parent to class or to use ASMI facilities for study purposes. Particularly those individuals partaking of the Early Childhood Education and Care. In the event of a child suffering from a contagious or severe illness, the child shall not accompany the parent to a class nor be permitted to accompany the parent on ASMI premises.

Compliance with Legislation and Policies

As a student of ASMI, you are required to abide by State and Commonwealth legislation as well as ASMI policies and procedures.

1. Alcohol and Drugs on ASMI Premises

You are not allowed on ASMI premises or to use ASMI facilities when under the influence of alcohol or drugs.

Consumption of alcohol on ASMI premises, including sites used for excursions, field trips and live work, is prohibited, except at an authorised function on licensed premises. No person under the age of 18 may consume alcohol on ASMI premises.

The possession, use and sale of illegal drugs or controlled substances (including stimulants, depressants, narcotics, hallucinogens, or marijuana) on ASMI premises is against the law and will be reported to the police. If you are taking

prescription medication it is your responsibility to ensure that it does not affect your safety or the safety of others, for example in operations machinery.

2. Weapons on ASMI Premises

You are not to bring knives or other weapons to ASMI premises. It is an offence under the Weapons Act 1990 to be in possession of a knife or other weapon in a public place or an educational facility unless the weapon is to be used for educational purposes, for example, possession of a knife for butchery or cooking training. It is not a reasonable excuse to possess a weapon for self-defence purposes. Any threats to staff, students, animals or property will be reported to police immediately.

3. Smoking

The Tobacco and Other Smoking Products Act 1998 prohibits you from smoking in or around buildings. It is an offence to smoke within 4 metres of any part of the entrance to a building.

4. Copyright

You may only copy materials in accordance with the Copyright Act 1968. The Act applies to information published on the internet. For study and research purposes, students are allowed to copy 10% or one chapter of a book, whichever is the greater, or one article per issue of a journal. You must comply with licences for the use of intellectual property, including software. All software loaded onto ASMI computers or provided by ASMI is licensed and there is no permission to copy software unless permitted by the licence.

If you need further information about your copyright obligations, refer to the Australian Copyright Council website.

5. Anti-Discrimination

Discrimination occurs when a person is treated less favourably than another person because of perceived attributes such as race, pregnancy, gender or disability. Discrimination whether direct or indirect is unlawful under the Queensland Anti-Discrimination ACT 1991 and Disability Services Act 1992.

6. Blue Card for Child-Related Employment

Students required to undertake work placement in a child-related industry as part of their studies will be required to apply for and receive a Blue Card for Child-Related employment before commencing the placement. Refer Commission for Children and Young People and Child Guardian Act 2000.

Appropriate Use of Computing and Electronic Resources

ASMI recognises that computing and electronic resources are a valuable source of learning and information relevant to educational programs. These resources include video conferencing and internet services provided by ASMI such as email, email lists, web browsing, website publication, chat and newsgroups (forums). You are encouraged to make use of these resources for purposes relating to study being undertaken through ASMI, however, ASMI computing and electronic resources are not to be used for purposes other than for program/course requirements.

Any misuse of computing or electronic resources is considered to be an act of misconduct and will be addressed as such. This may mean the withdrawal of access to the resources, suspension or expulsion and/or any unlawful use of computing and/or electronic resources may lead to legal action being taken.

ASMI reserves the right to:

- i) moderate access to internet services, including the filtering of websites
- ii) monitor and record all usage of its computer networks, including its internet services
- iii) take disciplinary action when breaches of expected behaviour occur

1. Criminal Offences

Commonwealth and State laws relating to written communications apply equally to email messages and the Internet. These include laws relating to:

- i) downloading, uploading, copying, storing or distributing pornography
- ii) downloading, uploading, copying, storing, or distributing software applications or other material with content that is illegal
- iii) breaching copyright such as unlicensed copying of a computer program
- iv) intercepting, attempting to steal or alter data (hacking), unlawfully accessing, altering, or falsifying electronic documents or programs
- v) using communication and information devices for defamation, illegal gambling, fraudulent misrepresentation and unauthorised recording

2. Unlawful Use – Violations of State or Federal Law

Unlawful use relates to:

- i) unauthorised use of documentation that would normally require payment of a fee for use
- ii) accessing or downloading website materials or files or transmitting material that is defamatory
- iii) accessing, displaying, disseminating or storing obscene or offensive material including abusive, pornographic, profane or sexually oriented material
- iv) using internet technologies to access or disseminate the use of illegal drugs, dangerous materials or other illegal activity; or material that promotes hatred or discrimination based on age, race, religion, gender or sexual preference. Threatening letters or unsolicited advertising, false or defamatory statements must not be posted or published on the internet
- v) using electronic resources to stalk or harass anyone

Misconduct

Student misconduct includes both academic misconduct and behavioural misconduct.

1. Academic Misconduct – Cheating, Plagiarism and Collusion

Academic misconduct includes but is not limited to cheating – including supporting others in cheating, plagiarism, collusion – including working groups where not approved by the trainer, electronic plagiarism, and falsifying information.

2. Behavioural Misconduct

Behavioural misconduct is broadly defined as actions that breach these Student Code of Conduct or ASMI policies and procedures. This includes but is not limited to:

- i) breaches of commonwealth or state law which impinge on ASMI operations
- ii) behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of ASMI
- iii) refusing or failing to identify yourself truthfully
- iv) any act or failure to act that endangers the safety or health of any other person
- v) actions that impair any person's participation in a legitimate ASMI activity or, by act or omission disrupts the peace or good order of ASMI

- vi) acting in a way that causes student or staff or other persons within ASMI to fear for their personal safety
- vii) acting in a way that causes damage to ASMI property

3. Immediate Consequences of Misconduct

Where State or commonwealth laws appear to have been breached, the matter will be referred to the police or other appropriate authority. If the trainer believes you are involved in academic misconduct during assessment:

- i) you will be instantly informed of such but if in the process of an examination/assessment item will be allowed to finish
- ii) the trainer will prepare a written report on the alleged academic misconduct and attach the report to your examination/assessment item
- iii) the matter will be referred to the CEO (or delegated officer) for appropriate action, as outlined in Formal Disciplinary Process

Any member of senior staff may, in respect to any misconduct by you committed in a class, facility or premises under their management or control, immediately suspend you from attendance at such class or from use of such facility or premises for a period not exceeding 24 hours in the first instance.

If suspension action is taken, that staff member shall advise the delegated officer immediately and provide them with a written statement, which details the circumstances of the suspension.

Serious misconduct, or repeated instances of misconduct, may incur a longer period of suspension or expulsion.

4. Formal Disciplinary Process

Following receipt of advice of an act of misconduct, the CEO (or delegated officer) will advise you in writing of the alleged incident of misconduct and commence the formal disciplinary process. You have five working days to make oral or written representations regarding the alleged incident of misconduct.

Within 5 days after this period, the delegated officer may modify or dismiss the charge or submit a report to the CEO recommending one or a combination of the following penalties:

- i) in the case of misconduct related to assessment, you may fail the assessment or be marked as Not Competent for all the competency; a supplementary assessment may be provided at the discretion of the CEO
- ii) reprimand and warn you against repetition of the breach of discipline
- iii) suspend you from attending classes for an appropriate period
- iv) suspend you from using all or some facilities and/or services e expel you

The CEO will review the report and may approve or alter the penalty within five working days of the report being submitted.

The delegated ASMI officer must provide a written statement detailing the decision, including information on your right to appeal the decision.

5. Misconduct Appeals

If you have been found guilty of misconduct, you may appeal the decision or the decision process in writing to the CEO.

A date for the hearing of the appeal will be set as quickly as possible and you will be notified of time, date and venue in writing.

You have the right to be accompanied by a representative and you may call witnesses, or you may provide a written submission instead of attending the meeting. You may ask the Director of Operations to support you through this process.

If you do not attend the meeting or provide a written submission, the CEO may assess the matter and where necessary impose a penalty as if you had participated.

The CEO will advise you in writing of the decision within two working days of the date of the decision and the decision is final (subject to the provisions of the Judicial Review Act).

Assessment

It is your responsibility to abide by the following:

- i) you should submit assessment items by the due date, unless an extension has been granted. Breach of the above will result in an unsuccessful result being recorded for that assessment item
- ii) extensions will only be granted due to personal illness, or for other extenuating circumstances. Formal requests for extensions should be submitted to your trainer in writing 48 hours prior to the advertised deadline
- iii) length of extension is at the discretion of the trainer and is not re-negotiable
- iv) a doctor's certificate must be produced to verify illness (or other documentary evidence, where applicable)

You are responsible for:

- i) complying with the procedures for assessment item submission and collection
- ii) requesting feedback and negotiating resubmission of the assessment item (if required)
- iii) retaining any returned assessment items for a minimum period of 14 days after you receive your result unless an appeal is being lodged, in this case the items should be retained until the appeal is finalised
- iv) keeping a copy of any submitted item where possible until assessment is returned, and abiding by ASMI procedures for submission of assessment, including keeping a copy of any receipt

If you have submitted our assessment item by the due date, and it is assessed as requiring additional work you may request an opportunity to resubmit the item. Resubmissions will only be granted if the trainer considers that you have made a genuine attempt at the first assessment.

All assessment tasks and examinations must be done honestly, without any form of cheating. To avoid plagiarism, you must properly acknowledge all information sources.

If you consider you will be disadvantaged, due to a disability or unusual circumstance, you may request an alternative assessment. These requests should be submitted to the trainer directly from you or through the Director of Operations as advocate for you and should be verified with specialist staff.

1. Deferred/Extension of Assessment

You may apply to the CEO (or delegated officer) in writing for a deferred assessment giving the reason for the request. The application is to be made at least 7 days prior to the due date of the assessment, except in emergency circumstances or in cases of serious illness or injury where you will need to provide a medical certificate.

If the assessment date has passed, the application must be made within three working days of the concluding date on the medical certificate.

If the CEO (or delegated officer) is satisfied that you were unable by reason of illness or other exceptional circumstances to complete an assessment task, they may allow a deferred assessment.

2. Re-Evaluation of Assessment Item

If you are dissatisfied with the result of an assessment item, you may submit a written application for re-evaluation of the result to the Director of Operations. You must lodge your application, within 14 days of notification of the result and where possible a trainer other than the original trainer will undertake the re-evaluation.

If you are dissatisfied with the re-evaluation outcome, you have a further right to appeal to the CEO. Appeals must be submitted within ten days of notification of the outcome of the re-evaluation process.

Complaints and Appeals

Students wishing to make a complaint or lodge an appeal should refer to the Complaints and Appeals Policy and Procedure for detailed instructions before submission (for appeals against specific assessment decisions, you should first refer to the re- evaluation of assessment item in the section above).

The complaint or notice of appeal should be in writing, be addressed and submitted to the appropriate person and submitted within the appropriate timeframe in accordance with policy and procedure requirements.

ASMI will maintain your enrolment while the complaints and appeals processes are ongoing.

1. Internal Services

Complainants who are dissatisfied with the outcome of the process or the conduct of ASMI have the right to access independent external services. There is no cost to the complainant for utilising ASMI's internal services.

2. External Services

An overseas student who wishes to lodge an external appeal or complaint should contact the Overseas Student Ombudsman or access dispute resolution services through local courts (these are free and independent services). There is no cost to the complainant by ASMI's for accessing external services.

Related Documents

Policy and Procedures	
P03	Refund Policy and Procedure
P06	Complaints and Appeals Policy and Procedure
P07	Awards Policy and Procedure
P16	Student Transfer Policy and Procedure

Document Amendments

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Initial document creation	1.0	7 th May 2015
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