

LEARNER CODE OF CONDUCT

Our aim is to provide quality learning for our students and for each student to have an equal opportunity to learn in a supportive manner. The Service Trades College Australia (the college) insists that students must maintain a high standard of behaviour within the premises of the college, and must not indulge in acts which may result in damage to property or unduly interfere with the comfort or convenience of any person lawfully entitled to be within the college premises.

In regard to the above, college considers the following important:

- Respect for each other and The Service Trades College Australia staff
- Clean and safe working environment
- Equal rights for all students
- Punctuality and maintaining required attendance standards
- Notifying in a timely manner your inability to attend class
- Respect for each other's and the college property
- Following any reasonable instructions from the college staff

The following will not be tolerated:

Non-Academic/General Misconduct which includes, but is not limited to:

- Smoking within The Service Trades College Centre
- Use of mobile phones or other electronic equipment during classroom or workshop activities, except with the permission of the college or during recognised breaks
- Taking photographs or filming other participants or staff without their permission (including posting on Facebook and other social media without permission)
- Failing to follow the reasonable direction or instruction of the college staff
- Failing to punctually attend, without good reason, more than 10% of their classes
- Engaging in behaviour which results in themselves or other persons being put at risk of harm
- Persistent disruptive behaviour
- Students under the influence of drugs, alcohol or any impairment
- Offensive language or gestures
- Inappropriate use of the internet
- Assault or the threat of assault
- Behaviour that constitutes discrimination or victimisation
- Harassment or bullying
- Abuse and misuse of tools and equipment
- Wilful or malicious damage or destruction of facilities, equipment, materials or property on the premises of The Service Trades College, regardless of whether it is the property of the College or private property
- Theft of property on the college premises, regardless of whether it is the property of the College or private property
- Failing to comply with the policies and procedures of the college.

Academic Misconduct which includes, but is not limited to:

- Cheating – presenting another student’s work as your own.
- Plagiarism – the use of another person’s work without full and clear referencing and acknowledgement.
- Any other conduct by which a student seeks to gain for themselves, or any other person, any academic advantage or advancement to which they, or that other person, is not entitled.

Appropriate action will be taken by the Service Trades College Staff and an appeals process will be available to students upon any decision taken by the General Manager Queensland of The Service Trades College Australia.

By signing this document, I acknowledge that I have read, understood and accepted its contents and conditions.

FULL NAME OF STUDENT _____

Signature of Student _____ Date: / /