

Think. Innovate. Change.

Transform without boundaries...

RTO REGISTRATION NO. 0182



STUDENT CODE OF CONDUCT POLICY

3CM Policy & Procedure Vocational Education and Training (VET)

Printed copy is an UNCONTROLLED document

Version	9
Status	Revised May 2019 to reflect national standards currently in operation. The implementation of this policy supersedes all previous versions of this policy.
Approval Body	Board of Management (on recommendation of SRTO2015)
Effective Date	5 June 2019
Next Review Date	May 2020
Owner	Managing Director

PURPOSE

3CM is committed to providing clients with a safe, supportive and rewarding learning environment enabling clients to achieve their full academic potential. This commitment is underpinned by an expectation that all staff and clients will conduct themselves in a manner consistent with 3CM's vision and values.

This policy promotes integrity and ethical behaviour and guides clients studying with 3CM on expected standards when interacting with 3CM staff, fellow clients and/or members of the public.

Respect for each other:

3CM clients & staff must show respect for each other and act courteously and professionally at all times.

- Behaviour – Conduct yourself appropriately at all times, online and on social media using respectful language, considering the needs of others without discrimination.
- Dress Code – dress comfortably but respectfully.
- Confidentiality – respecting information relating to your peers and/or confidential information at your work placement.
- Punctuality – arrive on time for workshops and for appointments – late comers will be locked out.
- Policies and Procedures – all clients and staff must comply with 3CM policies and procedures as published on the 3CM website and Tuple.

A healthy and safe environment:

Contribute to a healthy, safe and secure learning environment. 3CM is committed to providing a safe, healthy work and study environment and regularly checks premises for hazards and removing them as far as practical. 3CM clients are required to take responsibility for contributing to their own safety and wellbeing. 3CM comply with all relevant legislations. 3CM offices are smoke, alcohol and drug free learning environments.

- Bullying or harassment is not tolerated.
- Keep valuable belongings at home – it is your responsibility to keep valuables safe.
- If you have a contagious illness please see your doctor and stay home (email your medical certificate to your trainer).
- Weapons or look alike weapons are prohibited.
- Clients and visitors must sign in at reception on arrival.
- In case of an emergency, all staff and clients must follow the instructions of the warden and follow evacuation procedures.

Should an incident/accident occur within 3CM's premises an incident/accident report form must be completed and submitted to the Managing Director. A first aid kit is available on premises and first aid should be administered where necessary by an approved first aid officer.

Diversity:

3CM embraces individuality and multicultural diversity.

- Treat everyone with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, religious beliefs and customs.
- Participate and engage in campus cultural events

Premises & Resources:

Respect 3CM's premises and resources and other staff and client's property.

- No littering, graffitiing or destruction of 3CM premises and resources
- Use 3CM IT resources with respect and integrity.
- Respect 3CM's intellectual property.

Academic Integrity and Misconduct:

Respect for academic integrity.

- Full attendance unless a compassionate and/or compelling circumstance has happened, and evidence can be supplied.
- Respecting assessment due dates.
- Copyright - The Copyright Act 1968 must always be complied with, including software licenses.

The following conduct will not be tolerated:

- Cheating.
- Plagiarism in any form.
- Quoting word for word from another's work without clear acknowledgment.
- Paraphrasing the work of others by altering a few words, changing their order or closely following their structure without acknowledgement.
- Cutting and pasting directly from the Internet.
- Failing to acknowledge the sources you use to produce your work.
- Inaccurate referencing/citation of another's work.
- Unauthorised collaborating and colluding with other students.
- Using a professional agency in the production of your work.

Misbehaviour:

The following actions are not tolerated. Consistent misbehaviour may result in implementation of a behaviour management plan or if the actions are very serious, a suspension of study may be imposed:

- Disruptive or disrespectful behaviour.
- Late arrival and leaving early with no valid reason.
- Use of mobile phone interrupting a training and/or assessment session.
- Plagiarism.
- Any form of Harassment and/or Bullying.
- Repeated incidents.
- Failure to attend scheduled meetings.
- Failure to pay fees as and when required.
- Unauthorised use of 3CM property for private use.

STUDENT CODE OF CONDUCT POLICY

- Information Technology (IT) – Misuse and/or misconduct includes:
 - Unauthorised use of 3CM IT facilities & networks for private use.
 - Excessive downloading of materials not related to the course and/or of an explicit, discriminatory or illegal nature.
 - Email spamming or hacking of 3CM server.
 - Inappropriate comments on social media – any misleading and/or inappropriate information posted by clients on social media sites will not be permitted or tolerated by 3CM. All posted information must be professional, non-discriminatory and truthful. Defamatory and misleading information posted is a misconduct.

Serious Misconduct:

If appropriate, these types of behaviours will be reported to the police and can result in a client being suspended and/or their enrolment cancelled

- Physical or verbal aggression.
- Assault.
- Theft.
- Fraud.
- Defamation of other students or staff
- Serious form of plagiarism

Authorising Officer

Chris Godwin
Managing Director