STUDENT CODE OF CONDUCT

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                                Sunshine College of Management Pty Ltd
                             CRICOS Provider No. 02835G | RTO No. 121908

STUDENT CODE OF CONDUCT

1   PURPOSE

The purpose of this code is to outline the way in which students at Sunshine College of Management (SCM) are expected to conduct themselves during their training. The code outlines students' rights and responsibilities in regard to their participation in SCM's training and education programs.

2   SCOPE

This policy applies to all the student enrolled or intending to enrol at Sunshine College of Management.

3   CODE OF CONDUCT

3.1 Students' rights

3.1.1 All students have the right to:

a)   Be treated fairly and with respect by all students and staff members.

b)   Not be harassed, victimised or discriminated against on any basis.

c)   Learn in a supportive environment which is free from harassment, discrimination and victimisation.

d)   Learn in a healthy and safe environment, where the risks to personal health and safety are managed and minimised.

e)   Have their personal details and records kept private and secure according to our Privacy and Personal Information Policy.

f)   Access the information SCM holds about them.

g)   Have their complaints dealt with fairly, promptly, confidentially and without retribution.

h)   Make appeals about procedural and assessment decisions.

i)   Receive training, assessment and support services that meet their individual needs.

j)   Be given clear and accurate information about their course, training and assessment arrangements and their progress.

k)   Access the support they need to effectively participate in their training program.

l)   Provide feedback to SCM on the client services, training, assessment and support services they receive.

3.2 Students' responsibilities

3.2.1 All students, throughout their training and involvement with SCM, are expected to:

a)   Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.

b)   Not harass, victimise, discriminate against or disrupt others.

c)   Treat all others and their property with respect.

d)   Respect the opinions and backgrounds of others.

e)   Follow all safety policies and procedures as directed by staff.

f)   Report any perceived safety risks as they become known.

g)   Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.

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h) Notify us if any of their personal or contact details change.

i) Provide relevant and accurate information to SCM in a timely manner.

j) Approach their course with due personal commitment and integrity.

k) Complete all assessment tasks, learning activities and assignments honestly and without plagiarism.

l) Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.

m) Make regular contact with their Trainer/Assessor.

n) Progress steadily through their course in line with their training plan.

o) Prepare appropriately for all assessment tasks, visits and training sessions.

p) Notify SCM if any difficulties arise as part of their involvement in the program.

q) Notify SCM if they are unable to attend a visit or training session for any reason at least 24 hours prior to the commencement of the activity.

r) Refrain from smoking at training venues and on the premises of SCM.

s) Make payments for their training within agreed timeframes.

3.3 Diversity

3.3.1 SCM recognises and values the individual differences of its students and the community and recognises that students come into its programs with a wealth of personal knowledge and life experiences. Diversity provides an opportunity to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background by:

a) Providing a welcoming and supportive training community

b) Offering flexibility in the way in which training and assessment is provided

c) Providing reasonable adjustments to training and assessment activities

d) Having transparent student and staff recruitment and selection procedures

e) Determining the needs of all individuals upon engagement with the organisation

f) Providing students, staff and clients access to a range of support services.

3.4 Discrimination

3.4.1 In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

3.5 Harassment

3.5.1 SCM is committed to providing all people with an environment free from all forms of harassment. SCM will not tolerate any behaviour that harms, intimidates, threatens, victimizes, offends, degrades or humiliates another person

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4 RECORDS MANAGEMENT

Staff members must maintain all records relevant to administering this policy and procedure in SCM's recordkeeping system.

5 FEEDBACK

5.1 College staff and students may provide feedback about this document by emailing: compliance@scm.vic.edu.au

6 APPROVAL DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	1.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	21/02/2021
Amendment Authority and Date	Compliance Manager	21/02/2021

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