

# ASFA Learning Student Code of Conduct



All students are expected to abide by this *Code of Conduct* whilst studying a course with ASFA. Students who do not abide by this *Code of Conduct* may be subject to disciplinary action including course suspension or withdrawal.

## Students Rights

### All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy and Procedure.
- Access the information ASFA holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to ASFA on the client services, training, assessment and support services they receive.

## Students Responsibilities

### All students, throughout their training and involvement with ASFA, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to ASFA in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks and learning activities honestly and without plagiarism, cheating, collusion or infringing on copyright laws.
- Hand in all assessment tasks and other evidence of their work by their due date.
- Make regular contact with ASFA via their Trainer/Assessor or Student Services.
- Prepare appropriately for all assessment tasks, workplace visits (if applicable) and workshops.
- Notify ASFA if any difficulties arise as part of their involvement in the program.
- Notify ASFA if they are unable to attend a workshop for any reason at least 5 business days prior to the commencement of the activity.
- Ensure all required course fees are paid.

# Legislation

This Student Code of Conduct is informed by the following pieces of legislation, with which all students must comply.

## Commonwealth

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Australian Privacy Principles (APPs) 2014
- Copyright Act 1968
- Age Discrimination Act 2004
- Disability Discrimination Act 1992 – Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

## Victoria

- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health And Safety Act 2004
- Working With Children Act 2005
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities

## Queensland

- Anti-Discrimination Act 1991
- Education and Training Legislation Amendment Act 2009
- Fair Trading Act 1989
- Information Privacy Act 2009
- Right to Information Act 2009
- Work Health and Safety Act 2011

## New South Wales

- Corporations (Queensland) Act 1990
- Anti-Discrimination Act 1991
- Education and Training Legislation Amendment Act 2011
- Education Legislation Amendment Act 2009
- Fair Trading Act 1989
- Fair Trading Regulation 2001
- Fair Work (Commonwealth Powers) and Other Provisions Act 2009
- Industrial Relations Act 1999
- Industrial Relations Amendment Act 2009
- Information Privacy Act 2009
- Right to Information Act 2009
- Vocational Education, Training and Employment Act 2000
- Work Health & Safety Act 2011

## Tasmania

- Personal Information Protection Act 2004
- Freedom of Information Act 1991
- Archives Act 1983
- South Australia
- Freedom of Information Act 1991
- Northern Territory
- Information Act 2002