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STUDENT CODE OF CONDUCT POLICY

1.0 INTRODUCTION

The purpose of AVETA's Student Code of Conduct is to establish the standards required of International and Domestic students when they are enrolled with AVETA. The code is designed to explain to students their obligations and responsibilities, and convey principles that will enhance their learning experience when studying at AVETA.

Students who breach these standards could be subject to disciplinary action through AVETA's Student Misconduct Procedure, which, for serious breaches, may involve permanent expulsion from AVETA and, in the case of suspected criminal activity, may involve referral of the matter to the relevant law enforcement authority.

2.0 PRINCIPLES OF PRACTICE

2.1 Respect for learning

- Encouragement and appreciation of the diversity of ideas and opinions in the pursuit of learning.
- Encouragement of an environment respectful of learning participants, contributions and outcomes.
- Encouragement of the development of trust throughout the learning experience.

2.2 Accountability in learning

- Observation of all reasonable expectations and directions within the learning experience.
- Recognition, anticipation and acceptance of the consequences of a student's actions, and the decisions they make.
- Usage of all learning facilities and resources appropriately and with consideration for others.

2.3 Responsiveness to learning

- Contribution to the ongoing improvement of the learning experience, through the provision of accurate information as appropriate and upon request.
- Use of AVETA processes to enhance services in matters of complaints or disputes.

2.4 Equity in learning

- Demonstration of dignity, respect and courtesy to all students, staff and visitors.
- Encouragement of an environment free from intimidation, bullying and harassment or discrimination of any kind.
- Recognition of individual differences and complying with all legal and reasonable requests regarding the treatment of others.

2.5 No harassment and no bullying

- In accordance with AVETA's values as an Educational Provider in the VET Sector AVETA is opposed to bullying and harassment in any form by students who enrol at AVETA.
- All AVETA students have the right to study in a secure and safe environment and this means that they should not be harassed or bullied while studying on AVETA campuses.

Definitions:

Bullying is when people repeatedly and intentionally hurt or cause harm to another person through the use of degrading words or actions, which in turn leave the victim feeling worthless and helpless.

Types of bullying include:

- face-to-face bullying involving direct verbal actions such as name-calling and insulting or physical actions such as kicking or punching.
- Covert bullying is a more subtle type of bullying which isn't easily seen or recognized by others, for example deliberately excluding people from social groups or spreading rumours about them.
- Cyber bullying transpires through the use of the internet and related technologies such text messages, instant messaging, email and social networking sites or forums e.g. sending an abusive message to another student on Facebook.

Harassment - unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation . It can also happen if someone is working in a 'hostile' – or intimidating – environment.

Types of harassment include behaviour:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails
- displaying offensive or pornographic posters or screen savers
- making derogatory comments or taunts about someone's race or religion
- asking intrusive questions about someone's personal life, including their sex life.

If bullying or harassment occurs then AVETA will take disciplinary action against the initiator (if found guilty of these practices).

If a student wishes to lodge a complaint against another student they should contact the Student Support Services Officer for assistance in lodging their complaint.

Complaints of bullying or harassment will be treated seriously by AVETA and any actions to address the complaint will be treated in a confidential manner in a way that will ensure that the complainant or their witnesses are not targeted or victimised.

The principle of natural justice will apply at all times.

3.0 STANDARDS

- This code of conduct establishes that the following standards of behaviour are required of all AVETA students at all times:
 - a) Follow all regulations and requirements of AVETA
 - b) Follow all lawful and reasonable directions from AVETA staff
 - c) Respect and ensure the safety, comfort and freedom of others
 - d) Demonstrate honest, responsible, courteous and ethical behaviour
 - e) Submit work truthfully and attribute ownership appropriately
 - f) Use all equipment and resources safely, appropriately and legitimately
 - g) Maintain consistent punctuality
 - h) Allow only appropriate materials to be displayed, through appropriate avenues
 - i) Provide honest and accurate information in all appropriate matters and on request
 - j) Use recognised AVETA procedures and processes for complaints, redress and resolutions
 - k) Follow all occupational health and safety requirements

- The follows standards of behaviour are considered to be unacceptable:
 - a) Bullying, harassment, assault, intimidation or displaying aggressive or disruptive or ill-mannered behaviour towards others
 - b) Intentionally or recklessly interfering with or misusing anything provided at AVETA in the interests of health, safety or welfare
 - c) Inappropriately interfering with, or causing wilful or negligent damage to the learning environment
 - d) Copying the work of other and submitting it without acknowledging true ownership
 - e) Attending under influence or in possession of alcohol, drugs or any prohibited substance
 - f) Attending with weapons or items considered likely to cause harm or intimidate others at any time
 - g) Smoking within 5 meters of building openings, air-conditioning in-takes, gas storage areas or upon any internal or external stairways
 - h) Discriminating against anyone on the grounds of:
 - a) Sex
 - b) Gender identity
 - c) Sexual orientation
 - d) Lawful sexual activity
 - e) Marital, parental or carer status
 - f) Pregnancy
 - g) Breastfeeding
 - h) Age
 - i) Physical features
 - j) Disability
 - k) Impairment
 - l) Race
 - m) Political or religious belief or activity
 - n) Industrial activity

4. LEGAL FRAMEWORK

- This code of conduct has been developed to reflect the requirements and obligations of AVETA towards students and staff. It also takes into account State and Federal Legislation; including:
 - a) Fair Work 2009
 - b) Privacy Act 1988
 - c) Victorian Equal Opportunity Act 1995
 - d) Federal Disability Discrimination Act 1992
 - e) Disability Standards for Education 2004

5.0 MOBILE PHONES

- Students who own and/or use mobile phones must ensure that they are turned off in all classes. Students who fail to observe this rule by talking on a mobile phone or allowing it to ring during class will be asked to leave the room for the remainder of the class.

6.0 DRESS CODE

- AVETA requires students to maintain an acceptable standard of dress for reasons of safety, hygiene and appearance. Footwear must be worn at all times and thongs or similar open footwear are not permitted to be worn in any AVETA facility for occupational health and safety reasons. Some areas/classes have specific clothing requirements and students may be excluded if not suitably dressed.

7.0 PERSONAL HYGIENE AND GROOMING – when in AVETA’s Kitchens

7.1 Personal Hygiene

- a) Shower before class and use a deodorant
- b) Brush teeth before class and/or use a mouth freshener, especially after smoking
- c) Male students must be clean shaven, or with a grown and trimmed beard (a few days stubble is not a grown beard)

7.2 Hands and Fingernails

- a) Hands must be clean at all times when preparing and serving food
- b) Fingernails must be clean and short (use a nail brush)
- c) No nail polish of any kind
- d) Hygiene regulations apply at all times: hands must be washed after smoking, using tissues, breaks, etc.

7.3 Jewellery

- a) Visible jewellery is not permitted with the exception of:
 - i. Earrings: plain, (gold or silver) studs or sleepers (no larger than 2cm) only, one per lobe
 - ii. Rings: one plain band is allowed (none at all for culinary classes)
 - iii. Body piercing: no visible body piercing is permitted (tongue piercing is regarded as visible)
 - iv. Tattoos: should be concealed
 - v. Watches: may be worn but should be unobtrusive

7.4 Hair

- a) Must be clean and well groomed
- b) Must not be below the collar; longer hair must be secured above the collar (e.g.: in a bun or plaited)
- c) Must all be secured away from the face
- d) Hair colour must be conservative
- e) Only black hair accessories are permitted

7.5 Posture and Footwear

- a) Good posture not only improves the appearance but is also an indication of good health and self confidence
- b) Well fitting, clean footwear will also add to the overall appearance, comfort and safety of the individual
- c) Shoes must be plain, black, polished leather