

P01 - Student Code of Behaviour

1.0 Purpose

- 1.1 The Code of Behaviour is designed to provide every student with a clear understanding of what they can expect from ATMC and other students so that all members of our community can benefit from a collaborative supportive environment. In this environment students can benefit from the training and teaching and support that ATMC provides.
- 1.2 There are consequences for non-compliance with the Student Code of Behaviour including immediate suspension or cancellation in the case of severe breaches and/or behaviour that may be construed as threatening to the safety of the student, other students or any person on the ATMC premises.

2.0 Responsibility

- 2.1 The Director of Studies is responsible for the implementation of this procedure and for ensuring that staff and students are aware of its application and requirements.
- 2.2 Whilst it is the responsibility of the Director of Studies to circulate and implement this policy in ATMC, all staff must ensure that they understand and comply with it.

3.0 Definitions

- 3.1 A student is anyone who is enrolled in one or more units of competency at ATMC. He/she can be either a domestic student (i.e. Australian Citizen/PR holder or an Eligible Individual under the Skills First Funding Contract 2018) or an international student.

4.0 Requirements/Process

- 4.1 The Student Code of Behaviour requires the following rights and expectations to be respected and adhered to:
 - The right to be treated with respect by others
 - The right to be treated fairly and without discrimination regardless of religion, racial and cultural differences, sexual preference, age, disability and socio-economic status
 - The right to be free from all forms of intimidation
 - The right to study in a safe, clean, orderly and cooperative environment
 - The expectation that ATMC's property will be protected from damage or other misuse. This includes obeying any signs that specify correct use of ATMC's property e.g. kitchen equipment, student printers etc.
 - The right to have any disputes settled in a fair and rational manner in line with the Complaints and Appeals Procedure
 - The right to work and learn in a supportive environment without interference from others
 - The right to express and share ideas and to ask questions
 - The right to be treated with politeness and courtesy at all times

- The expectation that students will not engage in cheating or plagiarism
- The expectation that students will not be under the influence of drugs and/or alcohol on campus
- The expectation that students will submit work when required
- The expectation that students will be punctual for classes
- The expectation that students will treat ATMC's staff, trainers and fellow students with respect and without discrimination
- The expectation that students will maintain consistent attendance at all required classes and assessments. The minimum required level of attendance is 70% of scheduled sessions (or 80% of scheduled sessions for English students). This requirement is in accordance with the Student Code of Behaviour and is not a requirement under Standard 11 of the National Code.
- For **domestic** and **all English course students**, attendance will be reviewed every five weeks of the total duration of the course from the commencement date.
- The expectation that all fees will be paid by the due date.

4.2 ATMC will ensure the code above is posted in the student handbook.

4.3 Students are required to adhere to ATMC's Student Code of Behaviour.

4.4 The Director of Studies must, prior to implementation, approve any disciplinary actions arising from breaches of the Student Code of Behaviour.

4.5 Any decision by the Director of Studies in relation to student discipline can be appealed using the Student Complaints and Appeals procedure.

4.6 For the below non-compliance with the Student Code of Behaviour, the following procedure for discipline will be applied:

Unsatisfactory attendance by international students (excluding English course students)

- If students are found to have less than 70% satisfactory attendance for scheduled classes for each unit from the commencement date of the unit, the attendance roll will reflect that the students have unsatisfactory attendance. Trainers will then advise students of their ineligibility to sit for assessments.

Unsatisfactory attendance by domestic students and all English course students

- If students are found to have less than **70% satisfactory attendance** (80% for English course students) at scheduled classes across the duration of five weeks from the commencement date, the attendance roll will reflect that the students have unsatisfactory attendance. Trainers will then advise students of their ineligibility to sit for assessments. Students will be sent a first letter informing them that they have breached the code by having an unsatisfactory attendance record. Students will be asked to attend a support session to formulate an attendance improvement plan.
- Students noted with unsatisfactory attendance will be monitored over the next five week period. If the students continue to have unsatisfactory attendance and are not meeting their obligations under the improvement plan by the end of the tenth week, they will be

issued a second letter for their breach of the student code of behaviour. Students will be asked to attend a support session to formulate a critical improvement plan.

- However, in another scenario, when students fail to attend the support session after receiving the first warning letter, a second warning letter requesting attendance at a support session will be issued in the subsequent week. After the second warning letter, and if the student is still absent or continues to have a record of unsatisfactory attendance at the end of the improvement plan period, a third warning letter will be issued. This letter will inform them of ATMC's intention to suspend or cancel their enrolment and of their right to access ATMC's complaints and appeals process within 20 working days (plus two working days for postage and handling).
- The cancellation of the student's enrolment cannot take effect until the appeal process is completed.
- For students under a funding program, suspension or cancellation of enrolment has to be reported via SVTS and to other relevant government authorities such as Centrelink and employment service providers. This may affect the students' Skills First Funding Contract 2018 funding entitlement. This does not apply to full fee paying domestic students.
- The suspension or cancellation of enrolment is subject to the discretion of ATMC.

Attendance requirements

- The minimum required level of attendance is 80% of scheduled sessions (or 80% of scheduled sessions for English students). For **international students** (English courses are excluded), attendance will be reviewed every 10 weeks of the total duration of the course from the commencement date. This requirement is a student behaviour requirement and not a requirement under Standard 11 of the National Code. For **domestic** and **all English course students**, attendance will be reviewed every five weeks of the total duration of the course from the commencement date.
- If students are more than 30 minutes late to a session, they can attend the class but their attendance will not be marked. However, trainers have discretionary power to allow students to attend the session depending on the student's circumstances.

Default tuition fees

- If students are found to have defaulted in the payment of tuition fees, they are sent a reminder letter detailing the late payment and advising them to see the Finance Department immediately.
- If students continue to default in the payment of tuition fees after seven days from the date of the initial reminder letter, they are sent a subsequent reminder letter.
- If students still do not pay after the second reminder letter, a final letter is sent outlining ATMC's intent to suspend or cancel their enrolment. This letter will inform the students of their right to access ATMC's complaints and appeals process within 20 working days (plus two working days for postage and handling).
- The cancellation of a student's enrolment cannot take effect until the appeal process is completed.
- The student will be excluded from class at the same time as the cancellation of the student's enrolment take effect (once the appeal process is completed).

- Suspension or cancellation of enrolment will be reported to the Department of Home Affairs and may affect the student's visa status (only applicable to international students). The default reason will be the date the student was excluded from class.

Absent 14/ 28 consecutive days*

- If an international student is absent for 28 consecutive days or if a domestic student is absent for 14 consecutive days without prior approval or reasonable grounds (such as compassionate or compelling reasons beyond the student's control) ATMC's staff will notify the student of its intention to cancel his/her enrolment. ATMC will do this by issuing a letter "Intent to cancel enrolment". In the letter, the student will be informed of their right to access the complaints and appeals process.
- For domestic students under Skills First Funding Contract 2018, in the case of non-attendance without notice, even when there is no formal withdrawal, the date of last engagement will be recorded as the point of withdrawal.

If the appeal is not upheld or the student withdraws from the appeal process ATMC must report the student to the Department of Education and Training /Department of Home Affairs via PRISMS. *The process applies to both international and domestic students. For domestic students, reporting to immigration is not relevant. However, if under Skills First Funding Contract 2018 it could impact the student's future entitlements.

Plagiarism

- Students found cheating during assessment, or who have submitted plagiarized work, will be given an opportunity to explain their case. Depending on the situation, the Academic/Student Support Manager shall decide whether the student should repeat the unit and pay the repeat tuition fee or resubmit the assessment and have the breach dealt with under other provisions of the Student Code of Behaviour.
- Where applicable, an improvement plan will be developed to assist the student to complete the course.

When the students are suspected of possession, distribution or consumption of drugs and/or alcohol

- If a student is found to be, or is suspected of possessing, distributing, consuming or being affected by drugs and/or alcohol, ATMC will take appropriate action based on the severity of the student's breach of the Code of Behaviour.
- If the student behaves in the above described manner, the student will be asked to leave ATMC's premises (where appropriate). The trainer in charge, or the Course Coordinator, must complete an incident form to record all the necessary information (e.g. date, time, people involved, nature of the incident etc.). The student will also be issued a warning letter for breaching the student's Code of Behaviour. Three warnings can lead to the cancellation of the student's enrolment. Severe breaches of the Code of Behaviour, can lead to immediate cancellation of enrolment.
- If the student displays any signs of violence likely to cause harm to others, ATMC's staff will call the nearest police station and report the student. First aid and other medical assistance may be provided if required and where appropriate.

- Information about the abuse of drugs/alcohol is a private matter and only needs to be shared between students, their parents/guardians and a supporting community agency. However, at the discretion of the CEO/Deputy CEO, and with the student's consent, the information may be provided to staff who have direct responsibility for the student.
- ATMC's staff have a duty of care to pass on information to a member of management if they have knowledge about illicit drug use by students, irrespective of whether the use:
 - is confirmed, suspected or likely to occur; and
 - occurs on or outside ATMC's premises.

Note: Under this duty of care, ATMC's staff cannot promise unconditional confidentiality to students.

Procedures for other breaches to the Code of Behaviour

- For any other breach of behaviour, a member of ATMC's staff will contact the student to arrange a meeting to discuss the issue or behaviour and determine how the issue might be rectified. This meeting and its outcomes will be documented in the "Code of Behaviour" letter. This letter will be issued to inform the student of the disciplinary action to be taken as discussed in the meeting.
- Where there is a second breach of the Student Code of Behaviour, the student will be invited to attend a personal interview with the Student Support Manager to further discuss the breaches. This meeting and its outcomes will be documented, in the "Code of Behaviour" letter. This letter will be issued to inform the student of the disciplinary action to be taken as discussed in the meeting.
- Should a third breach of the Student Code of Behaviour occur, training services will be withdrawn and the student will be sent a letter about the intention to cancel their enrolment. This letter will inform the student of their right to access ATMC's complaints and appeals process within 20 working days (plus two working days for postage and handling).
- Failure to attend scheduled meetings may result in ATMC deciding to suspend or cancel a student's enrolment.
- Failure to have any reasonable grounds or exceptional circumstances when found to have disobeyed signage or deliberately disregarded notices causing damage or misuse of ATMC's property may result in the student being liable for associated costs.

4.7 For international students:

- If ATMC intends suspending or cancelling a student's enrolment, and it is not at the student's request, the student must be informed they have 20 working days to appeal to ATMC. If the appeal is not upheld, or the student withdraws from the appeal process, ATMC must report the student to the Department of Home Affairs via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed.
- Suspension or cancellation of enrolment has to be reported to Department of Home Affairs and may affect the student's visa status.
- At any stage of this procedure students are able to access ATMC's Complaints and Appeals procedure if they do not agree with a decision.

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