

STUDENT CODE OF CONDUCT

PURPOSE

The purpose of this Student Code of Conduct is to help our students to aspire to the highest standards of ethical conduct and to ensure the Central Coast Community College's (the College's) expectations in relation to how students conduct themselves towards each other and perform their work is understood, promoted and upheld.

APPLICATION

The Central Coast Community College is committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

Students are expected to:

- Respect other students, their trainers and College staff and community members
- Follow College and class rules and follow the directions of their trainers
- Strive for the highest standards in learning
- Respect all members of the College community and show courtesy to all students, trainers, and community members
- Resolve conflict respectfully, calmly, and fairly
- Comply with the College's uniform policy and dress code
- Attend all scheduled training sessions at the College (unless formally excused)
- Respect all property
- Not be violent, bring weapons, illegal drugs, alcohol into our College
- Use E-cigarette, vaping paraphernalia or tobacco in designated smoking areas at the college.
- Not bully, harass, intimidate or discriminate against anyone in our College
- Not engage in any illegal activity or commit an illegal act on RTO premises

Failure to comply with Code of Conduct

The College will take strong action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning. If students do not comply with this Code of Conduct, they may be subject to consequences which may include anyone, a combination or all of the following:

- Counselling and/or mediation sessions

- Any breach of the student code of conduct will result in being placed on a performance improvement plan and regular monitoring/ reviews of the plan will be scheduled by the Training Coordinator
- Failure to adhere to the performance improvement plan will result in termination of enrolment and withdrawal from the courseDisciplinary action including formal verbal, and written warnings
- Termination of enrolment and withdrawal from the course
Rejection of enrolment applications in future courses at the College

PROCEDURES

Promoting the learning, wellbeing and safety of all students at the College is a high priority.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Whilst all staff will uphold the Student Code of Conduct, Trainers are responsible for ensuring the clear communication of the Code to their students through class induction processes and reference to the Student Handbook. Trainers are also responsible for ensuring their students' adherence to the Code whilst they are onsite at the College campus and/or attending classes at external venues. Trainers will use their own management strategies in the classroom to promote the Student Code of Conduct and seek practical solutions or additional support from their Manager if required.

BEHAVIOURS TO PROMOTE

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the College uniform or dress code
- Take care with property

Safety

- Model and follow the College's and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Follow all safety standards covered in your course material, Toolbox talks, and or as advised by your Trainers or College or HVTC staff.
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend all of your scheduled training sessions (unless formally excused)
- Arrive at each session on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

RELATED DOCUMENTS

[Harassment, Bullying and Anti-Discrimination Policy and Procedure](#)

[Alcohol and Drugs Policy and Procedure](#)

[Privacy and Confidentiality Policy and Procedure](#)

[Complaints and Appeals Policy and Procedure](#)

[Work Health and Safety Policy and Procedure](#)

[Student Handbook](#)

Pending approval by BOD on 15.06.2023