

Student Code of Conduct

Purpose & Legislative Background

HILTON ACADEMY is committed to providing a safe, supportive, collaborative, and positive learning environment to all the students. This Code sets out HILTON ACADEMY expectations of students with respect to their academic and personal conduct and outlines HILTON ACADEMY's responsibilities to students.

Clause 5.2 (e) of Standards and Standard 3 of National Code of Practice is complied with in this policy.

Scope

This code applies to all the student of HILTON ACADEMY enrolled with HILTON ACADEMY in Australia or overseas campuses, or students representing HILTON ACADEMY in any event or activity in Australia or overseas. This code does not replace, but supports, legislation, relevant professional bodies' codes of conduct or awards and policies.

The Code

Compliance with all HILTON ACADEMY policies, procedures and quality initiatives

All students are required to observe and comply with all college policies, procedures, guidelines, directive, and quality initiatives at all times during their enrolment at HILTON ACADEMY.

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.
- Access the information HILTON ACADEMY 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 their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to HILTON ACADEMY on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

Student Obligations

HILTON ACADEMY expects its student 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 HILTON ACADEMY in a timely manner.

- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify HILTON ACADEMY if any difficulties arise as part of their involvement in the program.
- Notify HILTON ACADEMY if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

Unacceptable Student Behaviour:

Unacceptable behaviour may include but is not limited to;

- Endangering the safety of self or others
- Inappropriate physical contact and/or physical violence
- Bullying and intimidation of any other person
- Being affected by drugs and/or alcohol
- Consistently disrupting the work of learning in the classroom
- Inappropriate isolation of a group member from group activities
- Putting at risk the good reputation of any other person
- Making racist or sexist comments to any other person
- Demeaning another in any way
- Constantly and inappropriately seeking attention
- Behaving in a disruptive manner such as swearing, yelling, using offensive language
- Inappropriate invasion of another's personal space
- Stealing
- Disobeying any reasonable direction by a staff member
- Viewing or distributing offensive material via the internet, e-mail or any other means
- Use of mobile phones in the classroom environment.

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you. A trainer/assessor can ask you to leave the classroom or refuse entry to a classroom if your behaviour is disruptive or dangerous. If your behaviour threatens the safety of others, interferes with the duties of staff or other students' study or damages or threatens college property, you may be suspended.

Integrity in Academic Works

Students are expected to;

- Not engage in plagiarism or other academic misconduct (Ref: *Plagiarism and Academic Misconduct Policy*)
- Actively participate in the learning process.
- Attend scheduled course training activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise.
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student.
- Comply with the assessment conditions, trainer/assessor instructions, and ensure the proper use of copyright material.
- Not behave in a way that disrupts or interferes with any training or academic activity of HILTON ACADEMY.

RTO Resources

Students have a general responsibility to safeguard, properly use and care for college resources. Fraud or theft by a Student may result in dismissal or a legal action.

Students are expected to:

- Use and care for all college resources, such as buildings, equipment, library, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all college members.
- Not engage in behaviour that is detrimental to college property, including HILTON ACADEMY library sources, and course materials.
- Not misuse library, computing or communications facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others.

Students must use college resources only for purposes related to their studies. RTO facilities and resources are necessarily provided in an accessible manner on trust to staff and students. RTO information systems, including software and computer equipment, may be used only by staff or students.

HILTON ACADEMY has responsibilities to ensure that students:

- Study in an academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills and graduate attributes.
- Are considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable.
- Enrol in courses and programs of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on training packages and industry expectations.
- Have access to appropriately qualified academic staff and academic and learning support services.
- Have access to materials, equipment and other resources to enable completion of academic courses.
- Receive timely, complete, clear and accurate information in relation to the content, conditions, cost and assessment tasks of courses.
- Receive timely and appropriate feedback on assessment tasks.
- Receive timely and appropriate information in relation to administrative procedures that apply to them.
- Have an opportunity to provide feedback on the training, learning and assessment environment.
- Study and work in a safe, harmonious, tolerant and productive academic environment.
- Are treated with courtesy, tolerance and respect as valued members of HILTON ACADEMY community.
- Are treated fairly, impartially and consistently in all aspects of college policy, procedures and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

Breach of the Code

A student may be suspended or have their enrolment terminated from a course for behaviour that contravenes this Code of Conduct.

Students have a responsibility to;

- Observe HILTON ACADEMY and classroom norms and this Code of Conduct
- Be courteous to staff and other students
- Behave in a manner which does not interfere with the learning of others
- Conduct themselves in a responsible manner while at HILTON ACADEMY or any other college activity, excursion, or function
- Abide by the policies and rules of HILTON ACADEMY
- Abide by the conditions of the Student Agreement
- Management action & Responsibility

Definitions

RTO Members: Means all employees of HILTON ACADEMY regardless of the type/tenure of employment, contractors, visitors, guest speakers and persons on honorary appointment

The Code: The Student Code of Conduct

Legislative Context

The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code 2018
- Copyright Act 1968
- Patents Act 1990
- Designs Act 2003
- Trade Marks Act 1995

Policy Control

Version	Date	Changes / Updates	Approved
1.0	Jan 2020	RTO Policy and Procedure of HILTON ACADEMY	CEO