

## Purpose

The purpose of this code is to outline the way in which students of Eightfold Institute of Australia (*hereafter known as EIA or the Institute*) are expected to conduct themselves during their participation in training and assessment and outlines students' rights and responsibilities.

## Code

### 1. Students' rights

1.1 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 Information Privacy Policy.
- ◆ Access the information EIA 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 program, training and assessment arrangements and their progress.
- ◆ Access the support they need to effectively participate in their training program.
- ◆ Provide feedback to EIA on the client services, training, assessment and support services they receive.

### 2. Students' responsibilities

2.1 All students, throughout their training and involvement with, EIA 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 EIA 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.

- ◆ 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 EIA if any difficulties arise as part of their involvement in the program.
- ◆ Notify EIA 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.

### 3. Student Misconduct

Academic misconduct is defined as:

To cheat, plagiarise or dishonestly undertaking an assessment or practical task, or helping other students to do so. A student taking advantage by unfair means such as copying some one's work, rewriting it or in any way mislead a Trainer or Assessor about their required knowledge, skills and abilities.

### 4. Applicable 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
- ◆ 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