

AIM AND PURPOSE

High standards of student behaviour are central to the role of training and assessment and in this Code of Conduct Axiom College is making explicit the commitment of its students to these standards. The purpose of the Code is to assist Axiom College to establish and promote the maintenance and improvement of standards of all training delivered by Axiom College.

STUDENT'S RIGHTS

Axiom College recognise that students have the right to:

- Expect Axiom College to provide training of a high quality that recognises and appreciates their individual learning styles and needs,
- Have access to all Axiom College services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation,
- Have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment,
- Be advised of the learning outcomes and prescribed assessment tasks for the training program of their choice prior to its commencement,
- Appeal for a review of the results of an assessment,
- Expect to achieve the published learning outcomes from their training program, if they, in turn, devote the necessary time and diligence to it,
- Learn from fully qualified, competent and diligent Trainers who observe their responsibility to address students' learning needs, assist them to achieve the course outcomes, and assess their students' work fairly,
- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination,
- Be treated with dignity and fairness,
- Expect Axiom College to be ethical and open in their dealings, their communications and their advertising,
- Expect Axiom College to observe their duty of care to them,
- Efficient handling of administrative matters and in the processing of fees, concessions, refunds etc..
- Privacy and confidentiality, and secure storage of student records in accordance with the organisation's policies, to the extent permitted by law.

STUDENTS RESPONSIBILITIES

Students are responsible for:

- Undertaking and accepting the enrolment conditions for the courses they undertake.
- Providing accurate information about themselves at the time of enrolment including their USI and to advise Axiom College of any personal changes to their address, phone number or email address in writing within 7 days of change.
- Paying of all fees and charges associated with their course and providing their own course requirements where applicable.
- Signing in attendance when attending class or onsite training.
- It is expected that behaviour in class ensures a positive learning and teaching environment. Respect for other students and trainers is a requirement.
- Students are expected to behave in a professional, respectful manner at all times and taking others into consideration.
- Punctuality is essential to avoid disruption to other students and trainers. Constant interruptions due to late arrival will inhibit the learning opportunities of other participants and are disruptive for the trainer. Students are expected to respect other learners by being punctual at all times.
- Ensuring they attend classes sober and drug free and smoke in designated areas.
- The security of their personal possessions while attending a course.
- Students are reminded of their personal responsibilities regarding duty of care for themselves and other students including harassment in the learning environment. Under no circumstances will harassment and bullying be acceptable behaviour at Axiom College.
- Abide by the dress code for Axiom College.
- Promptly reporting all incidents of harassment or injury to their designated trainer / assessor.
- Respect the college's property and observe policy guidelines and instructions for the use of equipment.
- Seeking clarification of their rights and responsibilities when in doubt.

PLAGIARISM, CHEATING OR COLLUSION

Axiom College regards the integrity of its assessments as critical to its professional responsibilities and will not allow the assessment processes by which Axiom College assesses the knowledge and skills of students to be compromised. Axiom College does not tolerate plagiarism, cheating or collusion in training and assessment. Axiom College has a policy and procedure for dealing with any form of cheating/collusion or plagiarism.

DISCIPLINARY PROCEDURES

Axiom College retains the right at all times to remove disruptive students from the classroom environment. Students who are found to be acting inappropriately will be managed through a disciplinary process.

Disciplinary actions may include:

- suspension from training room
- expulsion from training room
- expulsion from Axiom College
- expulsion from training course.