

	<b>QIBA Student Code of Conduct</b>			
	<b>Policy Scope:</b>	This Policy applies to all students/participants/candidates enrolled with QIBA.		
	<b>Accountability:</b>	Compliance and Risk Manager		
	<b>Last Date of Review:</b>	10.02.2022	<b>Reviewed:</b>	Annually
	<b>QIBA Pty Ltd</b> ABN: 35 071 667 108   RTO: 5304   CRICOS Provider No: 01515J			

## 1. Purpose

The purpose of the Student Code of Conduct is to provide all staff and students with the description of behaviour expected from students whilst undertaking education and training with QIBA and when engaging in campus life together.

This policy applies to use of the organisation's resources, networks, education, and support services, whilst in class, undertaking on-line activities, vocational placement activities, internships, or any other activity associated with the QIBA.

## 2. Student Code of Conduct

### Participant rights

All students have the right to:

- a. Be treated fairly and with respect by all students and staff.
- b. Not be harassed, victimised, or discriminated against on any basis.
- c. Learn in a supportive environment which is free from harassment, discrimination, and victimisation.
- d. Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.
- e. Have their personal details and records kept private and secure according to our Privacy and Personal Information Policy.
- f. Access the information QIBA holds about them.
- g. Have their complaints dealt with fairly, promptly, confidentially and without retribution.
- h. Make appeals about procedural and assessment decisions.
- i. Receive training, assessment and support services that meet their individual needs.
- j. Be given clear and accurate information about their course, training and assessment arrangements and their progress.

- k. Access the support they need to effectively participate in their training program.
- l. Provide feedback to QIBA on the client services, training, assessment, and support services they receive.

## Participant responsibilities

All students, throughout their training and involvement with QIBA, are always expected to:

- a. Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others.
- b. Treat all others and their property with respect.
- c. Respect the opinions and backgrounds of others.
- d. Not harass, victimise, discriminate against, or disrupt others.
- e. Follow all safety policies and procedures as directed by staff.
- f. Report any perceived safety risks as they become known.
- g. Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- h. Notify us if any of their personal or contact details change.
- i. Provide relevant and accurate information to QIBA in a timely manner.
- j. Approach their course with due personal commitment and integrity.
- k. Complete all assessment tasks, learning activities and assignments honestly and without plagiarism.
- l. Provide/upload all assessment tasks, assignments, and other evidence of their work with a completed and signed cover sheet if required or if uploaded with the correct filename.
- m. Make regular contact with their Facilitator/Trainer/Assessor.
- n. Prepare appropriately for all assessment tasks, visits, and training sessions.
- o. Notify QIBA if any difficulties arise as part of their involvement in the program.
- p. Notify QIBA if they are unable to attend a visit or training session for any reason at least 24 hours prior to the commencement of the activity.
- q. Refrain from smoking at training venues and on the premises of QIBA.
- r. Make payments for their training within agreed timeframes.

- s. Read and comply with QIBA's policies and procedures.
- t. Comply with all Commonwealth, State and Territory legislation and regulatory requirements.
- u. Use all learning and support resources and facilities, including IT resources in a manner that does not impede learning, or the learning of other students.

### 3. Diversity

QIBA recognises and values the individual differences of its students and the community and recognises that students come into its programs with a wealth of personal knowledge and life experiences.

QIBA recognises that diversity is an opportunity to enrich and extend opportunities for all, by creating an inclusive environment for all people regardless of their background.

This is ensured by:

- providing a welcoming and supportive training community;
- offering flexibility in the way in which training and assessment is provided;
- providing reasonable adjustments to training and assessment activities;
- having transparent student and staff recruitment and selection procedures;
- determining the needs of all individuals upon engagement with the organisation;
- providing students, staff, and clients access to a range of support services.

### 4. Discrimination

In accordance with legislation, no person or organisation will be treated unfairly or discriminated against, on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

### 5. Harassment

QIBA is committed to providing all people with an environment free from all forms of harassment. QIBA will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades or humiliates another person.

## 6. Occupational Health and Safety

All students must protect their own health and safety and to avoid adversely affecting the health and safety of any other person. They must not wilfully or recklessly interfere or misuse anything provided by QIBA in the interests of health, hygiene, safety, or welfare.

QIBA recognises the importance of providing a safe and healthy environment for participants, contractors, and visitors during their participation in work and training activities with the organisation. We strive for excellence in workplace health and safety and are committed to providing a learning environment which is free from risks and conducive to the productivity and efficiency needs of its participants.

## 7. Dress and hygiene

As participant's will be working in close proximity to others, care with personal hygiene is a requirement (this applies to clothing, hair, deodorant etc).

A smart casual dress code applies to all QIBA participants.

PYP candidates may be required to dress in professional attire for some modules of the Professional Year Program. PYP Facilitators will advise candidates when this is applicable.

## 8. Breach of the code

This code of conduct is designed to promote and enhance the ethical practice of all students, candidates, participants of QIBA. If any student is found to have breached this Code, QIBA may decide to take action against them. This may include disciplinary action for misconduct or serious misconduct.

Where your behaviour is affecting the learning process or others you may be:

- a. asked to leave the classroom and/or campus, and provided with a warning letter
- b. required to meet with the relevant Program Manager or Principal Administrator to discuss the misconduct.

Serious misconduct may result in immediate termination from your course. No refund will be given in this instance.

## 9. Related documents

- a. QIBA Privacy and Personal Information Policy
- b. QIBA Return to Campus Policy

### Version Control and Change History

Version Control	Date Effective	Approved By	Amendments Made
1.0	26/09/2019	Helmer Lich	First issue
3.0	20/04/2020	Administration & Risk Manager	
3.1	03/05/2021	Compliance & Risk Manager	Purpose and formatting, add comply with legislation and regulatory and use of resources to students' rights.
3.2	08.02.2022		Added points 6,7,8 and reference document (b) to point 9.