

## **APTC STUDENT CODE OF CONDUCT**

At APTC, we regard our students as adults, capable of reasonable and responsible behaviour. We respect your right to be treated fairly and to learn in an environment free of discrimination, racial, sexual or other harassment. Accordingly, you are required to adhere to public laws and APTC policies and directions. Our Student Code of Conduct applies to all students and any breach is taken seriously. Disciplinary action might include warnings, student behaviour contracts, being suspended from training, or having your enrolment terminated. To help support your learning and that of other students, your rights and responsibilities are explained below:

### **STUDENT RIGHTS**

You have a right to:

- be treated fairly and with respect, regardless of your background, gender, culture, race, physical or mental capabilities or any other differences.
- learn in a supportive and safe environment, free of discrimination, harassment and violence.
- have access to learning and personal support services.
- have personal records kept private and confidential, subject to statutory requirements.
- have access to your personal records on request.
- have your existing skills and knowledge recognised.
- be given information about assessment procedures at the beginning of your study.
- receive regular feedback on your academic progress and encouragement to succeed.
- be provided with study materials and safety equipment required for your occupational training.
- make a complaint to or about any staff member without fear of recrimination.
- have complaints dealt with fairly, promptly, confidentially and without retribution.

### **STUDENT RESPONSIBILITIES**

You have a responsibility to:

- follow all travel bookings made for you, to ensure you meet departure times/dates. Only in exceptional circumstances will changes be approved, by the Manager Student Services.
- treat people fairly and respectfully regardless of their background, gender, culture, race, physical or mental capabilities or any other differences.
- show respect for others by not using offensive language or gestures.
- not endanger the safety of others or display aggressive behaviour, which may include bullying, harassment or violence.
- not possess, use or wield any weapon in a public place or education facility.
- maintain the required level of attendance and participate fully in all training activities.
- complete all assessment requirements within the agreed time allocation.
- not disrupt APTC training/activities, and to provide encouragement/support to other students.
- make truthful statements about your personal/financial situation and education/employment history.
- follow any occupational health and safety practices required (including wearing of protective clothing and equipment and using machinery in accordance with the safety procedures).
- not damage or steal property, training equipment or other resources of the APTC or other people.
- return any borrowed materials and equipment on time and in good repair.
- abide by all campus/work placement/accommodation rules including curfews, room access restrictions, illegal drug or substance abuse (e.g. alcohol, kava, beetle nut, chewing tobacco, inhalants)
- behave in a manner that will not bring yourself, your country, or APTC into disrepute.
- adhere to local laws and respect local cultures.