

CODE OF CONDUCT POLICY and PROCEDURE

POLICY

Students will be expected to behave in a respectful, honest, and diligent manner on all occasions especially when they are representing Key 2 Learning College - that is in the classroom, skills laboratory and on student placement.

For all students to have equal opportunity and maximise their learning opportunities, a basic code of conduct has been put in place which all students and staff are expected to adhere to.

Where a student has breached the Code of Conduct, they will be seen by the course coordinator in the first instance and sanctions will be determined (possible expulsion from the course could be decided upon).

The course coordinator will make every effort to assist the student to ascertain the cause of their behaviour and assist them to plan more appropriate strategies of coping. The matter will be recorded in the student file.

PROCEDURE

Learner Rights

- access your personal records
- flexibility in payment of any fees
- learn in a safe environment
- protection of any fees paid
- be free from discrimination and harassment
- receive training / assessment appropriate to your qualification
- be treated equally and fairly
- flexible assessment methods
- have your safety and dignity maintained
- give feedback on your learning experience
- receive culturally appropriate training
- appeal assessment decisions
- have previous learning recognised
- an appropriate Certificate on completion

Consistent with your rights, you also have the responsibility to:

- Attend ALL scheduled classes (your attendance will be recorded on arrival and departure)
- Be punctual to class and returning after breaks
- Be neatly presented in clean, fresh smelling, work pace appropriate clothing
- participate in and complete fully all learning and assessment tasks as scheduled
- ensure that the personal details you provide to Key2Learning are current and correct
- attend and participate fully in work experience or work placements
- respect the rights of fellow students and Key2Learning staff
- advise Key2Learning prior to commencement if you are unable to attend a training / assessment session
- pay scheduled fees and charges in accordance with specified timeframes
- follow normal work health and safety practices

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- do not present anyone else’s work as your own (plagiarism) or collude with other students.
- advise your Trainer/Assessor prior to the due date if you are unable to submit an assessment
- inform yourself of discrimination issues, including sexual and cultural harassment which are unacceptable and will not be tolerated as they create an offensive, intimidatory or hostile environment and are contrary to Key2Learning’s philosophy
- advise your Trainer/Assessor prior to commencement if you are unable to attend a work placement
- you must have your phone on silent or turned off in class
- maintains the classroom and facilities in a clean and tidy manner
- not wilfully damage the facility, equipment or be involved in any criminal activity or other gross misconduct
- maintain the confidentiality of information given by or about patients, residents, clients, family members, friends, carers, Key 2 Learning College staff, staff of services where placements are completed and other students of Key 2 Learning College.

Consequences for breaching the Code of Conduct

In the first instance staff may give a verbal reminder/warning to learners who breach the Code of Conduct. This provides learners with the opportunity to comply with the Code before disciplinary procedures are implemented.

1. Verbal reminder/warning – will be recorded on the learner s file notes
2. A second offence is penalised more severely than their first offence
3. A third offence will result in exclusion from Key 2 Learning.

If the student admits to the alleged misconduct, the CEO may impose one or both of the following:

- *a charge for the cost of damage to facilities and equipment*
- *temporary exclusion from Key 2 Learning.*

Gross Misconduct

The following actions are examples of gross misconduct

- A breach of work health and safety policy
- Theft of personal property or possessions
- Bullying, intimidation or harassment towards other learners or staff
- Possession of, attending class under the influence of, or providing others with illegal drugs or alcohol
- Possession or use of weapons
- Using an object to threaten, intimidate or injure another person.

Penalties for gross misconduct

The investigation and determination of gross misconduct will be carried out by the Operations manager. If misconduct is established, after interview with the learner and full consideration of all facts, penalties may apply. These range from:

- Reprimand
- Probation
- Written and /or public apology
- Temporary or permanent exclusion from the College

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- Legal action
- Learners have full rights of appeal as per the Feedback, Complaints and Appeal Policy – P048 process

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