

Student Code of Conduct

Preamble

Key 2 Learning (the College) is committed to providing all students with a safe and supportive learning environment.

Furthermore, as a provider of adult education preparing students for the workplace, the College regards the training environment as a place to learn, practice and display workplace expectations.

This Student Code of Conduct includes many of the essential skills, behaviours and attitudes that prepare students to be 'job-ready', as required by the Australian Skills Quality Authority (ASQA) as well as professional registration and accreditation bodies, irrespective of the level or focus area of the qualification.

Who does the Code of Conduct apply to?

All students enrolled at Key 2 Learning, irrespective of the way their studies are funded or the level or training area of the qualification.

What does a safe and supportive learning environment look like?

One where all students can participate confidently, feeling safe to be themselves, learning in an environment that is free of inappropriate behaviour that disrupts the learning process.

In a general way, here are some behaviours and attitudes that won't be tolerated at the College (and wouldn't be in any Australian workplace):

- Language that is discriminatory, culturally insensitive or offensive to values of equality
- Behaviour that is disrespectful of staff or fellow students, including rudeness, bullying or harassment
- Behaviour that puts yourself or others at risk, or ignores Workplace Health and Safety
- Being untruthful, disregarding College policies or thinking the rules don't apply to you
- Avoiding personal responsibility
- Failing to participate genuinely and effectively in your studies

To be more specific, here are some examples of what is expected of you as a student enrolled at Key 2 Learning:

Student Code of Conduct

In the classroom

- no talking in the background or over others, including the Trainer or during feedback by fellow students
- pay attention – laptops or mobile devices can only be used for learning (no personal or social media sites, texting, face timing or movies), and no headphones unless required for a training activity
- mobile phones and devices to be switched to silent or vibrate - no voice or video recording without permission
- no eating – that's what breaks are for
- no sleeping – that's what nighttime is for. Do not attend class after a night shift
- respect the confidentiality of personal information you hear in class (or on Placement) – this means you cannot repeat it, to anyone
- don't gossip about fellow students or staff or share information from social media
- respect the values, attitudes, beliefs, sexual preferences and gender identification of all – this means no insulting comments, derogatory jokes, abusive language or slang terms that offend
- be courteous and respectful to all, especially guest speakers

When it comes to digital communication, College ICT systems and (borrowed) equipment

- do not use mobile phones or smart devices to take photographs or video images on campus or off-campus that may breach the rights of fellow students or staff
- do not write, access or communicate material that is misleading or deceptive, offensive, obscene, threatening, abusive or defamatory, or which may discriminate against, harass, bully or vilify fellow students or staff, or members of the public
- do not create, transmit, distribute, or store any offensive information, data or material that violates Australian or State regulations or laws
- do not use Key 2 Learning equipment or services to intentionally transmit, communicate, or access pornographic or sexually explicit material, images, text or other offensive material
- do not install unauthorised software or change the configuration of College laptops

Student Code of Conduct

About your attitude to your studies

- take responsibility for your learning – attend induction, understand the course requirements and the policies which relate to successful completion of your studies
- manage your learning – be organised and disciplined
- reach out for help – be proactive when you need help, whether its related to the course material, expectations of you as a learner, or personal or family issues that arise

Are there other policies I need to know about?

Yes – students are expected to be familiar with relevant policies, and understand what these mean for the way you approach your studies in order to fulfil enrolment requirements.

Your Trainer will direct you to the policies that are relevant for your qualification, but all policies are available on the Key 2 Learning website (key2learning.edu.au).

What can I expect from the College?

All students can expect to be trained by experienced, qualified and enthusiastic Trainers in a physical and behavioural environment that is conducive to learning, with access to systems and learning resources to support effective participation in their studies.

Students can expect their Assessments to be marked conscientiously and fairly, and to receive specific, structured feedback where necessary.

Students will be treated courteously, impartially and respectfully, but students should not confuse disciplinary conversations or actions taken where students are in breach of College policies, or this Code of Conduct, as any form of disrespect by staff. Fair and transparent appeal processes exist to ensure decisions accord with College policies and guidelines, and students can also lodge complaints or feedback with the College at any time.

Students will be provided with clear guidelines about the content of their courses, scheduled classes, off-site training and Student Placement arrangements. Students will be notified of any changes in a timely way.

Students have access to support for their studies, and for any personal and family issues which arise during the student's enrolment with the College. Students are encouraged to ask for help from the College, which has a keen interest in their welfare and success.

Student Code of Conduct

Student Agreement

I have read and understood the Key 2 Learning College Student Code of Conduct (PP008).

I agree to all terms and provisions set out in the Student Code of Conduct as a condition of my enrolment with the College.

I understand that failure to comply with the provisions within this Code of Conduct can result in the cancellation of my enrolment with the College.

Name: _____

Signature: _____

Date: _____