



Student Code of Conduct

CTAS Education is committed to maintaining the highest level of education standards through the preservation of academic integrity. The purpose of this policy is to define guidelines for the development and management of enrolled students. Each enrolled student has the right to participate in activities free from behaviour that may impair their learning, safety, and well-being. Each enrolled student is also responsible for ensuring they do not adversely affect RTO property, resources or the learning, work, safety, and well-being of any other individual.

The Student Code of Conduct is to be made available to all prospective and enrolled students.

This policy refers to academic misbehaviour as well as general misbehaviour of students enrolled at CTAS Education.

All CTAS Education employees must encourage and promote appropriate student behaviour and observance of the Student Code of Conduct. Students are expected to always ensure their actions or inactions as an identifiable student of CTAS Education do not harm, or bring into disrepute, CTAS Educations reputation or good standing.

Hostile students

Where an enrolled student is verbally or physically hostile, whether provoked or not, a CTAS Education employee may reasonably determine, for the safety and well-being of the enrolled student and/or other individuals, that the enrolled student be removed from CTAS Education office, classroom, or venue. CTAS Education employees may engage with law enforcement to assist with such removal, if required.

Breaches of the Student Code of Conduct

Where a CTAS Education employee suspects an enrolled student has committed a breach of the Student Code of Conduct and raising the issue with the student has failed to address the breach (minor breaches only), the staff member must refer the matter to the Training Coordinator.

- **Minor breach**

A minor breach is any breach which is not a serious breach and that does not materially impact any individual or property. Typical examples of a minor breach include:

- occurrences of minor littering
- limited use of profane or cursing language
- smoking (first offence) at CTAS Education office or workplace

- **Serious breach**

A serious breach of the Student Code of Conduct includes any of the following:

- a breach of WHS regulations or relevant legislations
- systemic breaches of the Student Code of Conduct

- **Severe breach**

A severe breach of the Student Code of Conduct includes, but is not limited to, the following:

- harassment, discrimination, victimisation or bullying including cyber-bullying
- property damage or theft

- **Extreme breach**

Extreme misconduct and/or illegal activity includes, but is not limited to, the following:

- physical or serious verbal assault
- threats to personal and public safety
- misuse of CTAS Education property or funds

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- the possession of any form of weaponry on CTAS Education’s premises or while on excursions or undertaking work experience organised by the RTO.

If a student has breached the Code of Conduct, they will be consulted by CTAS Education assigned Trainer/Assessor and Training Coordinator in addressing the breach (applying privacy and confidentiality) in addressing a serious breach of the Student Code of Conduct. Students under 18 years of age will have breaches reported to parents/guardians. If the student is a School-Based Trainee, breaches will also be reported to the school VET Coordinator/Careers Adviser.

Where a severe or extreme breach of the Student Code of Conduct has occurred, in addition to the above the RTO Manager of CTAS Education must also be consulted.

A student must be given the option of having the relevant individual(s) from the above-mentioned list, a family member or associate present during discussion, to act as an advocate and/or observer, to support the student to address the breach of the Student Code of Conduct, except where the student is less than 18 years of age or a School-Based Trainee.

Where a student is less than 18 years of age or a School-Based Trainee, the VET Coordinator/Careers Adviser and the student’s parents/guardians must be present during discussion with the student to address the breach.

Penalties for a breach of the Student Code of Conduct

All breaches of the Student Code of Conduct shall be addressed in accordance with CTAS Education by-laws and the Student Misconduct Policy.

A serious to extreme breach may be addressed by applying one or more of the following penalties:

- suspension of all or any of the privileges of the enrolled student
- exclusion of the enrolled student from learning and assessment activities where practicable to do so
- withholding assessment results of the enrolled student
- expulsion of the enrolled student from CTAS Education
- refusing to re-enrol the individual as a CTAS Education student
- imposing a fine or penalty to the student as specified in the by-laws

Where there are sufficient grounds for doing so, the RTO Manager shall request one or more of the abovementioned penalties be applied. This must be endorsed by the relevant Managing Director of CTAS Education.

Any decision to issue a penalty which is either the expulsion of an enrolled student or refusing to re-enrol an individual must be confirmed by the Governing Council prior to being imposed.

A notice confirming the penalty issued must be provided to the applicable student within 28 days of the penalty being imposed.

Withholding results

Where an individual is entitled to an award in accordance with CTAS Education policies, but has finished serving a penalty issued by CTAS Education, or retains CTAS Education property without lawful reason, the individual’s award may be withheld until:

- the penalty is paid or served
- the property returned; or
- CTAS Education is reimbursed for the cost of the property

Appeal of decision

A student may appeal CTAS Education’s decision of a breach of the Student Code of Conduct or the resolution to address their grievance. The appeal must be in writing and received by the RTO Manager within seven business days of the individual receiving CTAS Education’s decision, penalty or resolution.

An appeal relating to academic misbehaviour shall be reviewed by the RTO Manager who will make a decision with respect to the appeal in consultation with individuals they deem necessary.

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A decision with respect to an appeal must be made and communicated to the individual making the appeal within 10 business days of CTAS Education receiving the appeal.

An appeal relating to general misbehaviour shall be reviewed by the RTO Manager (depending on the type of misbehaviour) who will make a decision with respect to the appeal in consultation with individuals they deem necessary.

A decision with respect to an appeal must be made and communicated to the individual making the appeal within 10 business days of CTAS Education receiving the appeal.

Learning and assessment undertaken off premises

Where an enrolled student is undertaking learning and assessment activities away from CTAS Education office (e.g. in their place of employment or work placement) the enrolled student must comply with rules and regulations of the employer/operator/business in addition to the Student Code of Conduct. In instances where such rules and regulations conflict with the Student Code of Conduct, these are to be managed on a case-by-case basis by the Training Coordinator in consultation with the individuals they deem necessary.

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