

Student Code of Conduct Policy



PURPOSE

MADEC (MADEC Australia) is committed to providing students with a safe and supportive adult learning environment that celebrates diversity and embraces equal opportunity. The purpose of this procedure is to outline a student's rights and responsibilities.

SCOPE

This policy applies to all MADEC staff and all enrolled students at all sites including off site when attending excursions or practical placement. Students must abide by all MADEC Policies and Procedures and all relevant regulations and laws.

RESPONSIBILITIES

The National Training Manager is responsible for ensuring the implementation and compliance with this policy.

1. STUDENT RIGHTS

Students have the right to;

- Be treated by others with dignity and respect;
- Be free from bullying or harassment;
- Receive fair and equitable assessment;
- Receive services without discrimination;
- Complain without fear of recrimination; and
- Feel safe and welcome.

2. STUDENT RESPONSIBILITIES

Students must not behave in a manner which is dangerous, discriminatory, offensive or disruptive to normal site activities or which is likely to negatively affect the reputation of MADEC.

Students must not behave in a manner which detracts from the learning, safety and wellbeing of other students and staff.

Smoking is not permitted in any Site building or outside areas designated as non-smoking. Intoxicating liquor and illegal drugs are strictly forbidden on MADEC Sites.

Students must abide by the following:

- Respect the rights of all students and staff regardless of gender, race, religion, culture, ability or age
- Refrain from swearing, littering, damaging or misusing MADEC property
- Adhere to Occupational Health and Safety requirements
- Be punctual and regularly attend with a minimum of 80% required to pass
- Actively participate in class
- Follow reasonable directions from any member of MADEC staff
- Turn off Mobile phones and electronic devices in class
- Comply with course attendance requirements and notify trainers of any absence from scheduled classes
- Neat, inoffensive dress standards; and
- Appropriate use of MADEC computers.

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3. MISCONDUCT

Misconduct is broadly defined as actions that breach the Student Code of Conduct Policy.

Where State or Commonwealth laws appear to have been breached, the matter will be referred to the police.

A member of staff may in respect to any misconduct during a class ask the student to remove themselves for the rest of the day while a decision is made to what disciplinary action should be taken if any.

Where formal disciplinary action is instigated such as suspension or withdrawal the student will be advised in writing. The student will have 10 calendar days, from the date on the letter, to make oral or written representation regarding the matter.

If you have been found guilty of misconduct and disagree with the outcome or the process you can refer to the [Suggestions and Complaints Procedure](#) located on the MADEC website.

4. STAFF RESPONSIBILITIES

Staff should:

- Not tolerate any offensive behaviour, bullying, harassment, physical or verbal assault
- Report any unsafe behaviour
- Remove anyone under the influence of alcohol and/or drugs
- Report any 'reportable allegation'

CUSTODIAN: National Training Manager