

STUDENTS CODE OF CONDUCT POLICY

Purpose:

This policy clarifies expected standards of behaviour in relation to students for the duration they are enrolled with GTPS. It provides broad guidelines when it comes to individual decision making and its possible consequences. This policy applies to all GTPS students in all locations.

Legislative implications

This policy is informed by federal and state legislation. Students need to be aware that breaches of the code of conduct may also be a breach of legislation. All students are therefore informed that they have an obligation under the state and federal legislations to comply. GTPS has outlined the following examples but reiterates student is obligated to observe all relevant state and federal legislations.

Student's rights and responsibilities:

Students have a right to expect that:

- ✓ That they will learn in an environment that promotes justice, equity and enables pursuit of excellence
- ✓ They will be treated with respect and be listened to
- ✓ They will be supported through their learning
- ✓ Course content will be delivered by competent trainers
- ✓ As much information about the course is provided to the students prior to and during their learning.
- ✓ They can raise any issues they deem to be unfair, inconsistent to what has been promoted or anything associated with their learning. Our complaints policy explains how you can go about this. Please read it carefully
- ✓ Will be assessed as per the laid outlined assessment methods you have been informed about before the commencement of any course.

In return students are expected to:

- ✓ Be punctual in class and stay through to the end. Late arrivals and early departures disrupt learning for others and may result with you being deemed as having not attended class
- ✓ If not coming to class notify the GTPS office via a phone call or email or send a message (SMS)
- ✓ Contact GTPS Trainer for alternative arrangements in relation to missed out classes.
- ✓ Do not up in class under the influence of drugs and/or alcohol
- ✓ Do not consume drugs and/or alcohol within the GTPS training premises
- ✓ Put mobile phones to vibrate or silent while in class
- ✓ No taping or recording of classes
- ✓ No photo taking of trainers power points or other students work
- ✓ No photo taking of trainer or others students without their verbal or written consent. Please note photo taking without consent is a breach of someone's privacy and they can take legal action against you.
- ✓ Behave in a manner that allows other students to enjoy their learning
- ✓ Treat other students and Staff at GTPS with consideration and respect
- ✓ No negative/abusive remarks in class about other students, trainers or industry such as may be deemed disrespectful to the aforementioned or deemed as having a negative impact.
- ✓ No use of discriminative, rude, obscene, bullying, harassing, inappropriate language or actions
- ✓ Observe Evacuation Procedures and make note of all emergency exists
- ✓ Don't act in an unsafe manner toward self and others e.g. verbal and physical aggression or possession of weapons
- ✓ Report any potential hazards, near misses, accidents & incidents

- ✓ Do not lift and if you volunteer to assist with furniture arrangement for example, seek to do it with required assistance
- ✓ Do not attend to electrical equipment – reserved only for licensed personnel
- ✓ Complete assessments as laid out for the specific qualifications, monitor progress and observe assignments deadlines
- ✓ Ensure that all the information provided to the Trainer and GTPS for our records is accurate
- ✓ Notify GTPS manager of any contact changes (email, phone, address etc.) for this to be amended in their records
- ✓ Not use oppressive or misleading practices, falsify or wrongly withhold information.
- ✓ Respect and observe copyright requirements of electronic resources availed to them for learning purposes e.g. CD's.
- ✓ Not plagiarise. See more information in our Plagiarism policy
- ✓ Be responsible for own personal belongings and DO NOT BRING valuables to class for example money and expensive jewellery
- ✓ Notify of any condition(s) that might affect your learning e.g. health issues that need attention that may have been missed out during the enrolment process

Please note that failure to observe the outlined classroom guidelines may lead to discontinuation of a student from the course without further reference.