

Student Code of Conduct Policy

1.0 Policy Statement

This policy provides the behavioural standards required by Bendigo TAFE and Kangan Institute (The TAFE) of its students in order to provide a safe adult learning and teaching environment for its students, staff and community.

2.0 Purpose

To ensure students are aware of that standard of conduct required and conduct issues are dealt with in a fair and consistent manner and in accordance with the principles of procedural fairness and natural justice.

3.0 Scope

This policy applies to all the TAFE students, regardless of mode of study delivery, physical presence or geographic location, and at all TAFE sites, campuses and auspice and other collaborative relationships. It also applies to all student conduct, whether or not it is related to the TAFE activity, which is considered to affect adversely the safety, interests or reputation of the TAFE, its students, employees or on any member of the TAFE community.

4.0 References

- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2007 (Vic)
- Children's Services Act 1996 (Vic)
- Children's Services Regulations 2009 (Vic)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Health Records Act 2001 (Vic)

5.0 Principles

The TAFE and its entities are committed to providing our diverse cohort of students with a safe, supportive and respectful learning environment, where learning and growth are encouraged and rights, responsibilities and diversity respected.

When dealing with breaches of the Code of Student Conduct (the Code), the principles of natural justice and procedural fairness must be followed. The rules or principles of natural justice, involve investigators informing people of the case against them, giving them a right to be heard, not having a personal interest in, or preconceived ideas of, the outcome, and acting only on the basis of evidence of which the weight of the evidence is a balance of probabilities

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While on any campus of the TAFE, or engaged in any TAFE activity, all students, are expected to behave in a considerate and courteous manner when dealing with employees, students and members of the public.

6.0 Expectations of Students

The TAFE expects its students to maintain behaviours as outlined in the Code .

7.0 Managing student misconduct

- Failure to meet any of the required standards of behaviour constitutes a breach of the Student Code of Conduct.
- Actions taken in handling students alleged to have breached the Code must comply with relevant legislation, regulation, standards, and agreements, including principles guaranteed in law e.g., equal opportunity.
- All cases of alleged breach of the Code must be dealt with promptly in accordance with the Student Code of Conduct Procedure, and actions and outcomes documented on the student file.
- Confidentiality is to be always maintained by all parties involved.
- Where possible, cases of alleged breach of the Code are to be resolved through conciliation.
- The TAFE or the complainant may withdraw the allegation of breach of the Code at any time.
- All parties will be treated equally, fairly and in accordance with the principles of natural justice and based on the probability of evidence
- A student may request the assistance of Student Services, a TAFE employee, or a friend or relative at any time in the resolution process. Students may not be represented by legal or legally trained professionals throughout this procedure.
- Where a student is an apprentice or trainee, employers must be contacted as part of the student management process as consequences imposed as a result of breaches may put students at risk of breaching their training contract.
- Expulsion or exclusion (other than short-term suspension as outlined in the Student Code of Conduct Procedure Matrix) penalties can only be approved by the CEO on the recommendation of the Registrar.
- All students have a right to appeal a penalty decision, excluding a future re-entry exclusion decision.

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6.0 Roles and Responsibilities

Role	Responsibilities
All TAFE Staff	Provide clear and concise information to students regarding Code of Student Conduct Policy, procedure and expectations
Chief Executive Officer	Decision maker where a recommended penalty is expulsion or exclusion from studies, other than short term suspensions as outlined in the Student Code of Conduct procedure
Registrar	Provision of recommendations to the CEO on penalties involving expulsion or exclusion from studies. Policy advice to BKI staff.
Marketing	Dissemination of Code of Student Conduct Policy information via Student Handbooks, Prospective Student Guide, Website(s) and other communications platforms as applicable.
Student Services	Providing a range of services to support the student to understand the Policies and Procedures of BKI and liaise with internal and external stakeholders to engage the student with the TAFE, including referrals to support students.
Teaching Departments During Application, Selection, Training and Assessment:	<p>Providing information about expectations and policies.</p> <p>Providing assistance and referral to Student Services team as required</p> <p>Making the Student Code of Conduct Policy available to applicants and answering any questions that follow.</p> <p>Appropriate application of the Student Code of Conduct, Policy and procedure.</p>

7.0 Definitions

Word/Term	Definition
Expulsion	The permanent removal of a student from the educational setting. This will usually be as a result of a most serious incident.
Suspension/Exclusion	The temporary removal of a student from the educational setting for a set period of time.

8.0 Supporting Policies and Forms

Policy or Form name
Student Code of Conduct
Student Code of Conduct Procedure

Student Code of Conduct Policy

Policy or Form name
<ul style="list-style-type: none"> Child Safety Policy and Procedure
<ul style="list-style-type: none"> Student Welfare and Accessibility Policy

9.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	Board	27/10/2014	04/12/2014	The content of this policy originated from Kangan Institute Code of Student Conduct POL 1.3 version 6	31/12/2015	Executive Director Learner Experience
2.0	N/A		22/01/2015	Editorial change: Removal of requirement to only communicate via BKI student email	31/12/2015	Executive Director Learner Experience
3.0	N/A		02/03/2015	Editorial change: Removal of logos from template	31/12/2015	Executive Director Learner Experience
4.0	CEO	12/09/2016	13/09/2016	Major re-write	13/09/2018	Executive Director Learner Experience

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5.0	Board of Studies	28/08/2019	28/08/2019	Review taking account of Child Safety Standards	28/02/2023	Chief Learning Officer
6.0	CIEEDO	18/08/2021	20/08/2021	Re-write to ensure up to date information	28/02/2023	CIEEDO

10.0 BKI Policy and Procedure Portal

Category	Key Words
Teaching and Learning	Conduct, behaviour, misconduct