

Student Code of Conduct

PURPOSE

The purpose of this Student Code of Conduct is to provide all students with a clear description of expected behaviours while undertaking education and training at Adelaide Training and Employment Centre (ATEC), to support a safe, respectful, inclusive and learning environment.

This Code applies to the use of the organisation's resources, education and support services, whilst in class, undertaking on-line activities, workplace training or any other training activity associated with ATEC.

SCOPE

This Code of Conduct applies to students:

- Enrolled in nationally recognised training and assessment.
- Participating in training, assessment, simulation, or related activities.
- Interacting with trainers, assessors, staff, contractors, employers, and other students.
- Using ATEC facilities, systems, learning resources, or online learning platforms.

DEFINITIONS

Academic Integrity: Is the expectation that students act with honesty, trust, fairness, respect and responsibility.

Academic Misconduct: Any action by a student that violates academic integrity, aiming to gain an unfair advantage or undermining the assessment process.

Falsification: The deliberate act of altering, forging, or creating false documents, records, or information to deceive others.

Collusion: Secret or illegal cooperation or conspiracy in order to deceive others.

Plagiarism: The unethical act of using someone else's work, ideas or words and presenting them as your own without proper credit or citation.

STUDENT RESPONSIBILITIES

Students are expected to, at all times:

- Act in accordance with this Student Code of Conduct.
- Read and comply with ATEC's policies and procedures and comply with all reasonable directions given by ATEC staff and trainers/assessors.
- Meet all course requirements to the best of their abilities, which includes regular attendance and engagement in learning, academic activities, and meeting assessment timelines.
- Treat all staff, students and property with courtesy, respect and dignity.

- Avoid interfering, or disrupting any training, teaching, learning, assessment, or any other academic activity.
- Use all learning and support resources and facilities, including IT resources in a manner that does not impede learning, or the learning of other students.
- Conduct themselves in a professional manner whilst undertaking vocational placement in a workplace or other forms of industry related training and assessment activities.
- Refrain from academic misconduct (including plagiarism, collusion or distribution of ATEC training and assessment resources).

UNLAWFUL BEHAVIOUR

Unlawful behaviour includes, but is not limited to:

- Bullying, harassment, discrimination, or victimisation.
- Violence, assault, threats, or aggressive behaviour.
- Being affected by alcohol, drugs.
- Damage to property or theft.
- Serious breach of confidentiality or privacy.
- Serious negligence including WHS noncompliance.

BREACHES OF THE CODE OF CONDUCT

Where a breach of this Code occurs, ATEC will:

- Respond in a fair, transparent, and proportionate manner.
- Consider the nature and severity of the behaviour.
- Provide the student with an opportunity to respond.

Possible actions may include:

- Verbal or written warning.
- Requirement to undertake corrective action.
- Reschedule or suspension of training and assessment activities.
- Temporary suspension from training.
- Reporting WHS breaches to SafeWork SA.
- Reporting to SA Police.
- Referral to the Skills Commission for consideration of cancellation of enrolment.

SERIOUS MISCONDUCT

ATEC has a duty of care to ensure a safe learning environment for all members of the ATEC community and is obliged to take immediate action where a student's behaviour is inappropriate.

Serious misconduct may result in immediate action to protect the safety and wellbeing of others, including suspension or cancellation of enrolment. Academic misconduct may result in assessment outcomes being reviewed or invalidated, and a report being sent to the student's employer.

Where a breach of policies and procedures also breaches the law, ATEC may also report the criminal activity to the police.

COMPLAINTS AND APPEALS

Students have the right to:

- Raise concerns or complaints without fear of victimisation.
- Access ATEC's [Complaints and Appeals Policy](#).
- Be treated fairly and respectfully throughout the process.

RELATED DOCUMENTATION

Standards for Registered Training Organisations (RTOs) 2025

Work Health and Safety Act 2012

Privacy Act 1998

SUP-POL-006 Complaints and Appeals Policy

SUP-POL-007 Smoke Free Workplace Policy

SUP-POL-019 Privacy Policy

SUP-POL-023 Drug and Alcohol Policy