



## Student Code of Behaviour

### **Purpose**

The following Code of Behaviour is intended to ensure that each member of the MSA Training and Professional Development community enjoys satisfactory conditions in which to study and work, resulting in benefits for all. Students are expected to conduct themselves in a manner that will not discredit themselves or MSA Training and Professional Development. Acts that seriously interfere with the basic purposes, necessities and processes of the community, or which deny the essential rights, health and safety of other members of the community, are prohibited and will be dealt with accordingly.

### **Scope**

This policy applies to all currently enrolled, prospective and past students of MSA Training and Professional Development.

### **The Code**

#### **1. Health & Safety**

Students are required to observe any lawful directions given by a staff member of MSA Training and Professional Development in order to ensure the safety of individuals and the orderly conduct of learning programs in line with the OHS legislation and policies.

#### **2. Monash/MSA Property**

The property of MSA Training and Monash University, as well as that of individuals, shall be respected. The unauthorised entry into, use, theft, damage, or destruction of MSA/Monash buildings, equipment or property is prohibited.

#### **3. Smoking, Alcohol, Drugs, Gambling & Theft**

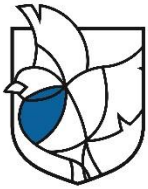
Smoking is not permitted anywhere on the Monash University campus. Prescription drugs that may affect performance/behavior need to be disclosed and a medical certificate provided. In such instances, a management plan may be put in place. The appropriate authority will be called to deal with students who breach the law regarding alcoholic beverages, drugs, gambling, theft and other infractions that may be carried out. Such breaches may also result in students being requested to leave class, or being expelled from the course.

#### **4. Possession of Dangerous Items**

Students may not use or carry prohibited and/or dangerous articles/weapons whilst training unless authorised to do so and whilst under the direct supervision of a trainer.

#### **5. Disruptive or Disrespectful Behaviour**

Students must not engage in any disruptive or disrespectful behavior. This includes, but is not limited to: interrupting, shouting, communicating disrespectfully to staff/students/trainers, swearing, using discriminatory language or behaviours, issuing threats, bullying, harassing, intimidating others, arriving late for class, unnecessarily moving around the classroom, playing



with electronic devices/games or any other behaviour which interferes with the learning of others and impedes the trainer's ability to teach the class. Student conversations in class should be relevant to the topics being studied. It is not acceptable to overshare about your personal life in class as others may be personally triggered or affected in ways of which you may be unaware. A formal discipline / warning system exists within MSA Training and Professional Development. Disruptive, unacceptable or disrespectful behavior, or behavior which threatens the safety or wellbeing of others may result in students being expelled.

**6. Zoom Etiquette**

As far as is practicable, students should use a clean, quiet place free of distractions for their Zoom classes. Students are required to make sure their full name is displayed on Zoom. Instructions from the trainer must be followed regarding the use of your microphone and camera. Students must not share their Zoom links and passwords with others. Students are expected to attend and participate in all Zoom classes, it is not acceptable to miss classes and just watch the recordings. Laying in bed in pyjamas for your Zoom classes is not acceptable etiquette, does not reflect workplace standards and is a distraction to others.

**7. Attendance**

Students are required to attend all classes. MSA Training and Professional Development understand that there are some circumstances where a student may have to miss classes and students should discuss their circumstances with staff.

*First non-attendance* – the student will be contacted to follow up on their non-attendance and a medical certificate/statutory declaration may need to be supplied.

*Second non-attendance* - the student will again be contacted to follow up on their non-attendance and a further medical certificate/statutory declaration may need to be supplied.

If a student misses a third class, the matter will be reviewed by the Administrative Officer who will make a judgment on the student's attendance and the required outcome. The outcome may include a catch-up session, further home study, suspension or cancellation of the course. If necessary, this outcome and any further non-attendances may be reviewed by the RTO Director. Any decisions or outcomes from the RTO Director are final.

**8. Phone Calls in Class**

Students are not to make or receive phone calls during training. Mobile phones must be turned off or switched to silent before training commences.

**9. Standard of Dress**

Students are expected to be neatly presented at all times and to maintain good personal hygiene. This is an important part of preparing for the workforce and ensures the safety and comfort of others around you. Any clothing that has words, terms or pictures that may be offensive to others is unacceptable. These standards also apply to classes held on Zoom.

**10. Plagiarism and Cheating**

Cheating, collusion and plagiarism will not be tolerated in any circumstances. Refer to the "Assessment Policy" for further details. <https://www.msatraining.edu.au/about>



### **Disciplinary Action for Students**

To ensure a transparent and equitable process for disciplinary procedures, it is the responsibility of the RTO Director to ensure that:

- Minor breaches of this code may be dealt with by the relevant trainer at their discretion.
- Where formal disciplinary action is necessary, the RTO Director shall notify the student of the reason/s. The first warning must be verbal and will be recorded on the student's personal file. The student's trainer may be notified if relevant.
- If a further breach of the Code of Behaviour occurs, the matter will be discussed with the student by the RTO Director, and a second warning will be given to the student in writing and recorded on the student's file. The student's trainer may be notified if relevant.
- If a further breach of the Code of Behaviour occurs, the matter will be discussed with the student by the RTO Director, and a final warning will be given to the student in writing and recorded on the student's file. The RTO Director may take other appropriate actions such as transferring the student to a different class or location. The student's trainer will be notified.
- In the event of a further breach of the Code of Behaviour, the student's enrolment will be terminated. The termination is to be recorded on the student's file. The student will not be eligible for a refund or cancellation of their payment plan. No dismissals are to take place without the authority of the RTO Director.
- Immediate termination of a student's enrolment may occur for acts of serious and wilful misconduct. This is at the discretion of the RTO Director.
- If a dispute should arise over the disciplinary action, the matter should be referred to an appropriate mediator such as a company director of MSA for resolution. Such resolution shall be accepted by both the student and the RTO Director as final.

### **Responsibility**

RTO Director

### **Review date**

31 August 2023