

## **Student Code of Conduct**

Phoenix Academy is committed to providing a safe, inclusive, respectful, and professional learning environment for all students. This Code of Conduct outlines the standards of behaviour expected of students throughout their enrolment and participation in training and assessment activities.

### **1. Respect, Inclusion, and Equity**

Students are expected to:

Treat all fellow students, trainers, assessors, staff, and visitors with respect, courtesy, and professionalism.

Embrace diversity and contribute to an inclusive environment free from discrimination, harassment, vilification, victimisation, bullying, or threatening behaviour.

Refrain from any behaviour that could reasonably be considered offensive, aggressive, or inappropriate.

### **2. Health, Safety, and Wellbeing**

Students must:

Adhere to all health and safety policies, instructions, and signage to maintain a safe and healthy environment for all.

Immediately report any hazards, incidents, injuries, or unsafe behaviour to a staff member.

Take reasonable care for their own safety and the safety of others, including during work placements or off-site training activities.

Refrain from attending classes or placement while under the influence of drugs, alcohol, or medication that may impair their capacity to participate safely.

### **3. Academic Integrity and Honesty**

Students are expected to:

Submit their own original work for assessment and comply with Phoenix Academy's policies on plagiarism, referencing, and academic misconduct.

Not engage in cheating, collusion, contract cheating (submitting work done by others), use of unauthorised generative AI tools without declaration, or falsification of records.

Co-operate with all assessment conditions and integrity checks implemented by Phoenix Academy.

### **4. Communication and Digital Conduct**

Students must:

Communicate in a respectful, constructive, and professional manner in all verbal, written, and online interactions.

Avoid the use of offensive language, threats, discriminatory remarks, or any form of abusive or disruptive behaviour.

Use digital platforms, learning management systems, and email responsibly and in line with Phoenix Academy's policies on technology and social media.

## **5. Use of Facilities, Equipment, and Learning Resources**

Students must:

Use RTO facilities, tools, devices, and resources responsibly and for authorised purposes only.

Avoid any acts of theft, vandalism, or intentional damage.

Refrain from accessing or distributing offensive, illegal, or inappropriate content using Phoenix Academy resources.

## **6. Dress, Presentation, and Personal Conduct**

Students are expected to:

Maintain a standard of dress appropriate to the training setting, especially in simulated or work-based learning environments.

Wear required uniforms or safety equipment where applicable.

Conduct themselves in a manner that upholds the professional and public reputation of Phoenix Academy.

## **7. Compliance with RTO Policies and Staff Instructions**

Students must:

Follow all applicable Phoenix Academy policies and procedures, including those relating to enrolment, behaviour, academic progress, attendance, complaints, and appeals.

Comply promptly with reasonable instructions given by trainers, assessors, administrative staff, and management.

## **8. Behavioural Misconduct and Consequences**

Breaches of this Code of Conduct will be addressed under the Student Behaviour and Misconduct Policy and Procedure. Depending on the seriousness of the breach, outcomes may include:

- Formal warning
- Entering into a Behavioural Agreement
- Suspension from training
- Cancellation of enrolment
- Referral to authorities (in cases of illegal conduct)
- Where possible, students will be provided the opportunity to respond to allegations before a decision is made.

## Acknowledgement

I, \_\_\_\_\_, acknowledge that I have read, understood, and agree to comply with the Student Code of Conduct. I understand that breaches may result in disciplinary action as outlined above and in the Student Behaviour and Misconduct Policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_