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Student Code of Conduct

AUSTRALIAN WORKPLACE TRAINING

DOCUMENT NAME	STUDENT CODE OF CONDUCT
Author	Chief Executive Officer
Approved by	Director
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1. PURPOSE

The purpose of this Student Code of Conduct is to foster a safe, respectful, and productive learning environment especially for children and young adults enrolled at Australian Workplace Training. This document outlines the expectations for student behaviour, the rights and responsibilities of students, and the procedures for addressing breaches of this code.

2. SCOPE

The Student Code of Conduct applies to all students enrolled at AWT, including those participating in online and face-to-face training, traineeship, and those who are doing vocational placement or work placement. This applies throughout the student's period of study, including during attendance at external placements, excursions, or any AWT-organised activities.

3. STATEMENT

All students are expected to conduct themselves in a manner that reflects respect for themselves, their peers, especially the children and young adults, trainers / assessors, and the entire AWT community. Breaches of this code may result in disciplinary action.

4. STUDENT RIGHTS

AWT ensures that students, especially children and young adults are aware of their rights while enrolled in their course.

AWT students have the right:

- a. to learn in an environment including virtual space (in cases of online learning) free from discrimination, harassment, and bullying. Discrimination, harassment, and bullying are not tolerated, and students have the right to:
 - i. report such behaviour without fear of retaliation
- b. to be treated fairly regardless of race, gender, sexual orientation, religion, nationality, or disability.
- c. to use AWT facilities that meet health and safety regulations.
- d. to receive high-quality, up-to-date, and industry-relevant training that meets the national standards set by Australian Skills Quality Authority (ASQA).
- e. to use and access to learning materials and training resources that are current, relevant, and delivered by qualified trainers.
- f. to access educational resources, services, and facilities without bias or discrimination.
- g. to expect reasonable adjustments to be made where necessary to support their learning especially for students with disabilities, children and young people.
- h. to be assessed fairly, and to receive feedback on their written and practical assessments in a timely manner.
- i. to request re-assessment or appeal a decision if they believe their assessment was unfair.
- j. to access support services, including academic assistance and counselling during their course of their studies.
- k. to seek additional support if needed, whether for academic, personal, or other reasons.
- l. to keep their information, including personal data and academic records, handled in accordance with privacy laws (e.g., the Privacy Act 1988 in Australia).
- m. to access their personal records and request corrections if there are inaccuracies.
- n. to provide feedback on their experience, including the quality of teaching, assessments, and other services.

- o. to appeal through a formal process if a student disagrees with an assessment result, disciplinary action, or any other decision made by AWT. The process will follow the Grievance, Complaints and Appeals policy and procedures.
- p. to withdraw from a course or transfer to another RTO or course, provided that they follow the institution's procedures for withdrawal and transfer.
- q. to be consulted or informed about significant changes in academic policies or procedures.

5. STUDENT RESPONSIBILITIES

Students who enrol in AWT courses must be informed of the Student Code of Conduct during the enrolment process. These responsibilities ensure that students contribute positively to the learning environment and uphold the institution's academic and behavioural standards.

AWT students must:

- a. treat all members of the AWT community (AWT management, employees including labour hire contractors, hourly paid instructors, and casuals, students, volunteers, and visitors and individuals who access the services of AWT) with dignity and respect, avoiding harassment, bullying, discrimination, or any form of vilification.
- b. demonstrate inclusive behaviour and respect for cultural, racial and religious diversity. Antisemitism, racism, religious intolerance, or any behaviour that targets individuals or groups based on their race, religion, ethnicity, nationality, or cultural background will not be tolerated.
- c. follow and uphold the guidelines in the Child Safe Code of Conduct.
- d. uphold academic honesty by avoiding cheating, plagiarism, and other forms of academic misconduct or dishonesty.
- e. actively engage in class discussions and respect classroom decorum by being attentive, avoiding disruptive behaviour (e.g., using cell phones), and being punctual.
- f. obey campus policies, such as attendance, use of facilities, dress code, and substance use regulations (e.g., prohibitions against drugs and alcohol).
- g. understand and comply with safety procedures, including emergency protocols and avoiding actions that could jeopardise safety (e.g., tampering with fire alarms).
- h. participate responsibly in the school community, upholding an environment that fosters learning, inclusion, and respect.
- i. have regular attendance and participation in scheduled classes are expected to meet academic requirements. And must inform AWT trainer and / or Administration team in the event of being late and absent.
- j. submit assessments by deadlines and should make a good faith effort to meet their academic commitments stated in the timetable and training plan.
- k. use campus technology and networks in accordance with the institution's guidelines, avoiding inappropriate content, unauthorised access or hacking attempts.
- l. take responsibility for personal actions and decisions that impact their academic journey and the wider school community.
- m. seek support from appropriate school services if struggling academically, emotionally, or socially.
- n. adhere to disciplinary processes when violations occur, participating in meetings or investigations as required.
- o. report misconduct to the appropriate AWT staff when observing violations of the Code of Conduct, including breaches of the Child Safe Code of Conduct or behaviour involving harassment, discrimination, or vilification.
- p. follow not only institutional policies but also applicable local, state, and federal laws.

6. CODE OF CONDUCT AND VIOLATIONS

Examples of conduct that may lead to disciplinary action include, but are not limited to:

1. **Disruptive behaviour** during classes or training sessions actions that interfere with the learning environment or training sessions, including but not limited to:
 - a) Talking out of turn, using inappropriate language, or making distracting noises.
 - b) Moving around unnecessarily, throwing objects, or inappropriate use of equipment.
 - c) Using cell phones, laptops, or other electronic devices without permission.
 - d) Displaying confrontational, intimidating, or threatening behaviour toward instructors or fellow students.
 - e) Failure to adhere to attendance policies, classroom guidelines, or group norms.

2. **Use of offensive language or materials.** Offensive language or materials, including but not limited to slurs, discriminatory language, explicit or inappropriate content, or any form of hate speech, are strictly prohibited. This applies to all forms of communication, whether verbal, written, or digital, and includes in-person interactions, online platforms, social media, and educational materials.
 - a) **Offensive Language:** Includes but is not limited to any speech, writing, gestures, or behaviour that demeans, harasses, intimidates, or insults individuals or groups based on race, ethnicity, gender, sexual orientation, religion, disability, nationality, or any other protected characteristic.
 - b) **Offensive Materials:** Includes images, videos, text, symbols, or other content that is discriminatory, explicit, or intended to harm, exclude, or disrespect others.
 - c) **Antisemitic Behaviour.** Any form of antisemitism or hostility toward Jewish individuals, communities, culture, or religion is strictly prohibited. This includes but is not limited to:
 - i. Derogatory comments, jokes, stereotypes, or slurs directed at Jewish people.
 - ii. Denying, trivialising, or mocking historical events such as the Holocaust.
 - iii. Displaying or sharing antisemitic symbols, imagery, or propaganda.
 - iv. Targeting individuals for harassment or exclusion because they are Jewish or perceived to be Jewish.
 - v. Promoting conspiracy theories or hateful narratives about Jewish individuals or communities.

3. **Harassment or bullying of any kind**
 - a) **Harassment:** Unwanted conduct related to a protected characteristic (such as race, gender, religion, disability, age, or sexual orientation) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
 - **Verbal Harassment:** Insults, derogatory comments, or offensive jokes.
 - **Physical Harassment:** Unwanted physical contact, aggressive behaviour, or intimidation.
 - **Visual Harassment:** Offensive posters, emails, messages or written communication, or digital content.
 - **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favours, or other conduct of a sexual nature.
 - b) **Bullying:** Repeated offensive, intimidating, malicious, or insulting behaviour designed to undermine, humiliate, or injure the recipient.

4. Cheating, Plagiarism, or Misuse of Artificial Intelligence (AI)

AWT trainers educate students about plagiarism and academic integrity during orientation. Students are guided on how to avoid plagiarism by properly referencing and citing sources and by using academic integrity tools such as Turnitin.

Students must ensure that all submitted work reflects their own understanding and effort. Any form of academic dishonesty, including plagiarism, cheating, or misuse of artificial intelligence (AI) tools, may result in disciplinary action.

Examples include, but are not limited to:

- a) Copying someone else's work word for word without acknowledgment.
- b) Reusing one's previous work without permission or proper citation.
- c) Rewriting someone else's ideas in one's own words without citation.
- d) Patching together phrases from different sources without proper citation.
- e) Failing to cite sources properly due to misunderstanding referencing requirements.

Examples include, but are not limited to:

- f) Copying from another student's work.
- g) Using unauthorized materials or devices.
- h) Doing an assessment on behalf of another student.
- i) Collaboration without permission on individual assignments.
- j) Working with others when not allowed or assisting another student to cheat.

Misuse of Artificial Intelligence (AI)

The inappropriate use of artificial intelligence tools (such as generative AI platforms, automated writing tools, or similar technologies) to complete assessments without permission is considered academic misconduct.

Examples include, but are not limited to:

- k) Submitting AI-generated responses as one's own work without acknowledgement.
- l) Using AI tools to complete assessment tasks where independent student work is required.
- m) Using AI to paraphrase or rewrite large portions of text to avoid plagiarism detection.
- n) Generating assessment answers through AI without demonstrating personal understanding of the task.

Students may only use AI tools where explicitly permitted by the trainer or assessment instructions, and any assistance from AI tools must be appropriately acknowledged.

5. Possession of Prohibited Substances or Weapons on AWT Premises

- a) **Prohibited Substances.** Any illegal drugs, unauthorised prescription medications, alcohol, or other controlled substances that impair the safety, performance, or wellbeing of individuals.
- b) **Weapons.** Any object capable of causing harm or injury, including but not limited to firearms, knives, explosives, or similar items prohibited by law.

7. PROCEDURES FOR ADDRESSING VIOLATIONS

1. **Reporting a Violation:** Any student or staff member who witnesses or experiences a violation of this code should report it to their designated Trainer and / or Student Support Officer immediately.

For serious offenses where there is clear violation of state and federal law, incidents may be reported directly to the Police.

For child safe related offenses, the reporting procedure stated in the Child Safe Environments policy will apply.

- Child Abuse Report Line (CARL) at 13 14 78 for all serious concerns, or through the eCARL online platform for non-urgent reports only;
- Police on 000 (triple zero), if the child or young person is at immediate risk.

2. **Investigation Process:**

- o The designated officer assigned by the CEO will conduct an investigation, which may involve interviews with the involved parties and review of relevant evidence.
- o All parties involved will be given an opportunity to provide their perspectives.

3. **Determination and Consequences:**

- o After the investigation, the designated officer will make a determination regarding the violation.
- o Possible consequences may include:
 - A verbal or written warning
 - Required participation in counselling or training
 - Suspension from classes or activities
 - Termination of enrolment

4. **Appeals Process:**

Students have the right to appeal any disciplinary action taken against them.

8. CONFIDENTIALITY

AWT understands that confidentiality is a crucial aspect to ensure that sensitive information regarding students' behaviours, actions, and disciplinary outcomes is handled appropriately.

During Investigations: Information gathered during any investigations into student conduct violations should be restricted to authorised personnel, such as the designated AWT conduct committee that is appointed by the CEO or Student Support Services (Trainer and / or Student Support Officer, Admin – Student Support).

Records and Reporting: All documentation related to conduct violations, investigations, and disciplinary actions must be stored securely. These records should only be accessible by individuals who are responsible for

student discipline. Hard-copies are stored in a folder – Student Code of Conduct. There is a folder on Sharepoint where electronic records are kept.

Communication about student conduct issues must be limited to involved parties. AWT staff must not discuss student discipline cases outside of official channels.

Any AWT staff member, student, or third party involved in the disciplinary process who breaches confidentiality may be subject to disciplinary action themselves. This reinforces the seriousness of maintaining confidentiality throughout the process.

9. REVIEW

The Student Code of Conduct will be reviewed regularly to ensure it stays aligned with changing legal, social, and educational standards. Students will be notified of any significant amendments.



Child Safe Code of Conduct

AUSTRALIAN WORKPLACE TRAINING

DOCUMENT NAME	CHILD SAFE CODE OF CONDUCT
Author	Chief Executive Officer
Approved by	Director
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Australian Workplace Training's (AWT) employees and volunteers have additional responsibilities as a result of providing training services to children and young people. AWT is committed to providing safe physical and online environments where the protection and wellbeing of children and young people is achieved through the delivery of safe practices.

This Code applies to all members of the AWT Community, including staff members (including labour hire contractors, volunteers, hourly paid instructors, and casuals), students, parents, guardians, visitors and individuals who access the services of AWT.

Everybody in the AWT community is responsible for promoting and protecting the safety and wellbeing of children and young people by:

- a) Abiding by AWT 's Child Safe Environments Policy at all times and taking all appropriate reasonable steps to ensure the safety and protection of children and young people.
- b) Treating everyone (including all staff, volunteers, students, children, young people, and parents), including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty, and ensuring that equity is upheld.
- c) Being a positive and respectful role model to children and young people in all conduct with them.
- d) Setting clear boundaries of appropriate behaviour between adults and the children and young people in the organisation.
- e) Ensuring another adult is always present or in sight when conducting one-on-one coaching, instruction, or other activity.
- f) Listening and responding appropriately to the views and concerns of children and young people.
- g) Being alert and responsive to dealing with bullying or harassing behaviours.
- h) Reporting any breaches of this Child Safety Code of Conduct to the Director.
- i) Being alert to children and young people who are, or may be at risk of harm, and reporting this promptly to the **Child Abuse Report Line (13 14 78)**.
- j) Where an allegation of child harm is made, ensure as quickly as possible that the child or young person involved is safe.
- k) Call the **Police on 000** if you have any immediate concerns for a child or young person's safety. Call the **Police Assistance Line on 131 444** for non-urgent police assistance.
- l) Responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian.
- m) Respecting the privacy of children and young people and their families and only disclosing information in line with legislative obligations and AWT reporting requirements.

AWT staff members (including labour hire contractors, volunteers, hourly paid instructors, and casuals), students, parents, guardians, visitors and individuals who access the services of AWT **must not:**

- a) Engage in any form of inappropriate behaviour towards children and young people or expose them to such behaviour including high-risk behaviours such as bullying or harassment.
- b) Express personal views on cultures, race, or sexuality in the presence of children or young people or discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability, or sexuality.
- c) Engage in any form of sexual conduct with a child or young person, including making sexually suggestive comments and sharing sexually suggestive material.
- d) Engage in behaviour that has the potential to cause a child or young person serious emotional

- or psychological harm and risk of harm.
- e) Develop any 'special' relationships with children and young people that could be seen as favouritism, such as the offering of gifts or special treatment.
 - f) Engage in undisclosed private meetings with a child or young person who is not your own child or young person.
 - g) Engage in inappropriate personal communications with a child or young person through any medium, including any online contact or interactions. Take or publish (including online) photos, movies or recordings of a child or young person without documentation confirming parental/guardian consent. Post online any information about a child or young person that may identify them, such as their name, age, address, email address, telephone number, school etc.
 - h) Ignore or disregard any suspected or disclosed child abuse, grooming or neglect.

Reporting a breach of the Child Safe Code of Conduct:

Where a manager, employee, volunteer, contractor (and any other cohorts breaches this Code, AWT will take appropriate action in line with the Staff Induction. Where a student breaches this Code, this will be managed in line with the Student Conduct.

Where any other member of the AWT community breaches this Code, AWT will take appropriate action.

A breach of the Code of Conduct can be reported by children and young people in line with Complaints and Appeals Policy and Procedure.

Breaches or suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, by telephone on 08 8944 2999, or via email at childsaf@awt.edu.au. Breaches or suspected breaches of the Child Safe Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any worker who breaches the Child Safe Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their employment terminated.

Statement of Confirmation: Student Code of Conduct

I, _____, hereby confirm that I have read, understood, and agree to comply with the Student Code of Conduct outlined by Australian Workplace Training (AWT).

I have read, understood and abide by the AWT Child Safe Code of Conduct.

I understand that I am required to follow all AWT Policies and Procedures relating to the care and safety of children and young people.

I understand that this document sets the standard for acceptable behaviour, responsibilities, and expectations as a student. This includes, but is not limited to:

1. Respect for all members of the AWT community, including staff, fellow students, and visitors.

2. Adherence to all AWT policies and procedures, including attendance, participation, and academic integrity.
3. Compliance with all relevant legislation, including health and safety regulations, anti-discrimination laws, child safety, and other legal requirements.
4. Responsible use of AWT facilities, resources, and technology in a manner that supports learning and complies with the guidelines set forth by AWT.

I acknowledge that failure to adhere to the Student Code of Conduct may result in disciplinary action, as outlined in the policy, which may include suspension or expulsion from the program.

By signing below, I agree to abide by the principles and responsibilities detailed in this policy and accept the consequences of any breaches.

Student Name : _____

Signature : _____

Date : _____

This confirmation ensures that the student is aware of their obligations and the procedures governing their behaviour while enrolled in the AWT's programs.