



Government of Western Australia
North Regional TAFE

Student Code of Conduct



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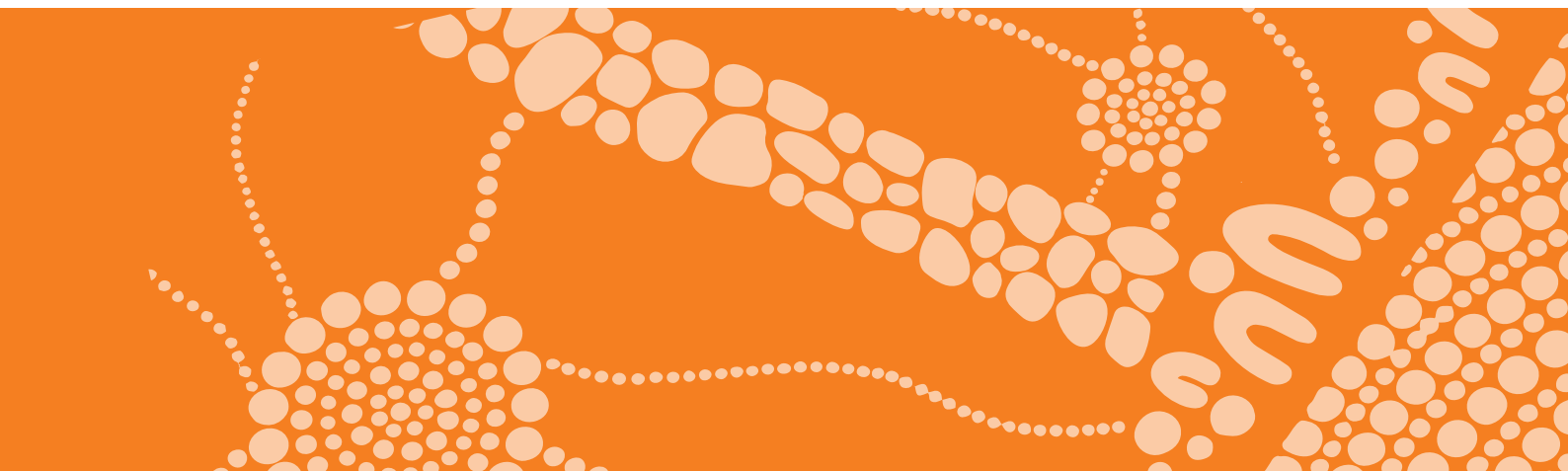


Acknowledgement

North Regional TAFE acknowledges the Traditional Custodians of the Kimberley and Pilbara regions of the North West of Australia and their history, culture and continuing connection to the land, sea, waterways and communities. We pay our respect to them and their elders past, present and emerging.

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Overview

North Regional TAFE (NR TAFE) is a respectful and inclusive adult learning environment. The Student Code of Conduct outlines the expected standard of behaviour for all students. It is a condition of enrolment that students must adhere to the Student Code of Conduct. The Student Code of Conduct is to be made available to all prospective and enrolled students. The Student Code of Conduct applies to all students enrolled at NR TAFE while on NR TAFE campuses, accommodation, on work placement, accessing college networks/electronic environments and at all other times when identifiable as a student of NR TAFE.

Principles

NR TAFE is committed to creating engaging and effective learning opportunities for all students and providing inclusive and safe spaces for all students to learn. Every student has the right to a learning environment that is free from bullying, intimidation, discrimination, and harassment.

All staff and students have the right not to be subjected to racism or discrimination, included that based on sex, race, religion, disability, sexual orientation, or gender identity.

All students are required to engage in respectful relationships with staff, students and with members of the public who use our facilities including but not limited to cafe's, salons, restaurants, accommodation and other facilities.

Standards of Behaviour and Engaging with Others

NR TAFE students will:

- Take responsibility for their own actions and ensure they always act in a respectful manner which supports the dignity, safety and wellbeing of others.
- Interact fairly and in good faith with others, respect differing personal viewpoints, including cultural, political or religious perspectives.
- Conduct themselves in a professional manner while undertaking industry and work placements or other practice-based experience and respect the confidentiality of any information made available to them as part of their practical learning activities.
- Use equipment, facilities, resources and vehicles in a way that does not endanger the safety of themselves or others.
- Utilise technology including mobile phones in a way that is considerate, respectful and responsible to others.

Unacceptable Behaviour

Conduct which constitutes a danger to anyone's health, safety, or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, victimisation, or bullying (including cyber-bullying), possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach of NR TAFE's By-laws. This applies not only in classrooms and/ or online classes, but in all parts of NR TAFE activities, during field trips or excursions, or on work placements in industry.

Any behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, and offensive or which unreasonably disturbs other groups or individuals is prohibited.

NR TAFE students will not:

- Engage in behaviour that is discriminatory, intimidating, harassing, sexually harassing, bullying (including cyber-bullying), or engage in any form of interpersonal, psychological, sexual or physical violence.
- Behave in a manner which is abusive, indecent, excessively noisy, disorderly, dangerous or which unreasonably disturbs other groups or individuals
- Use inappropriate language
- Behave disruptively in a class – either on campus or online
- Unreasonably disrupt, interfere, or undermine college activities or hinder members of staff from fulfilling their duties.
- Interact or correspond with others in a manner that is vexatious, frivolous or malicious. This may include repetitive or burdensome communication with an employee or employees of NR TAFE over matters that are considered resolved, are subject to review or appeal, have been previously the subject of a feedback (complaints) process, or have been addressed in previous communication.
- Engage in communication, including digital and social media, written or otherwise, that may be damaging to the reputation or welfare of others.
- Use a mobile phone or other digital technology that results in disruption to the lesson or is inappropriate. This includes but is not limited to unauthorised recording of dialogue, taking of photographs or filming without permission or authorisation.

Criminal Behaviour

Students engaging in criminal behaviour while on campus or undertaking online study will be referred to the appropriate law enforcement agency.

Work Health and Safety

NR TAFE is committed to promoting a safe and healthy work and study environment and recognises its obligation under the Work Health and Safety Act 2020 (WHS Act) to, so far as practicable, provide and maintain a working environment where its workers, students, contractors, and visitors are not exposed to hazards.

The WHS Act requires individuals to take responsibility for contributing to their own safety in all circumstances. Students must ensure they are familiar with and abide by any safety and health procedures and instructions and comply with these.



Hazards, Incidents and Injuries

Students must report all potential hazards, incidents, and injuries to their lecturer or nearest NR TAFE representative.

Personal Protective Equipment

Personal protective equipment (PPE) is one of many control measures used to reduce hazards and health and safety risks. PPE can include steel cap boots, high vis clothing, safety glasses, gloves, and many other types of worn protective equipment.

Students must obtain their PPE at their own cost, unless otherwise specified in the course requirement. Students must comply with the instructions of the lecturer on the application and use of PPE in the learning environment.

Students are not permitted to enter workshop areas unless they are wearing the correct, approved safety footwear, eyewear and any other safety equipment and clothing designated to protect them from injury.

Further information for students can be found in North Regional TAFE's Student Handbook and at: <https://www.northregionaltafe.wa.edu.au/current-students/policies-and-responsibilities>



Dress Standards

Students are expected to wear any personal protection equipment (PPE), or other attire required by your course (such as uniforms) or mandated by the college.

Alcohol and Drugs on College Premises

Students are not allowed on NR TAFE premises or to use its facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on college premises is forbidden and any criminal behaviour will be referred to the appropriate law enforcement agency.

Smoking on College Premises

Smoking, e-cigarettes, and vaping are not permitted on any NR TAFE premises, campuses, accommodation, or car parks that form part of any NR TAFE property. This extends to any NR TAFE vehicle, accommodation or maritime vessels.

This includes all:

- outdoor areas, and
- areas immediately outside entrances to NR TAFE campuses

Misuse of College Property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property is a violation of the Student Code of Conduct.

Personal Use of Websites, Social Media Sites and Posts

NR TAFE students can post to or create social media sites or websites for personal use so long as such social media sites or websites are not construed as official NR TAFE Facebook groups, social media sites or websites.

When posting to or creating social media sites or websites for personal use, NR TAFE students must ensure that content is not defamatory or damaging to the wellbeing of NR TAFE, its Governing Council, employees, students, or stakeholders. Care must be taken if using images/photos of others, ensuring that consent is given when required.

Students are personally liable for their posts and the social media sites they create. Any posts that contain defamatory or negative comments aimed at damaging NR TAFE's reputation or the reputation of its staff that are identified as having been made by a student will be noted on that student's record and deemed as a breach of the Student Code of Conduct. Sanctions may be imposed.

Minors on Campus

While NR TAFE is an adult learning environment, the college does have a population of minors (students under the age of 18). Students of all ages are expected to behave in a manner reflective of an adult learning environment.

If you are the subject of a court order which may impact your capacity to be in an environment with minors, you are obliged to report this North Regional TAFE's Director Training Services - either Kimberly or Pilbara campuses depending on where you are studying. This is to ensure the college can manage any limitations that this court order may impose on your study at NR TAFE, and to ensure the college can provide a child-safe working and learning environment. Failure to report a court order may be seen as a serious breach.

Copyright

Students may only copy materials in accordance with the Copyright Act 1968 and must comply with licences for the use of intellectual property, including software. Students are not permitted to upload, share, or distribute college learning resources to another party.

Academic Progress and Participation

NR TAFE is an adult learning environment. Students are expected to maintain personal and social accountability by:

- Taking responsibility for their own learning by participating in and attending classes (whether on campus or online).
- Attending all classes, arriving to class on time and staying for the duration of the session.
- Staying self-motivated and take responsibility for their own academic progress including seeking support from lecturers or the Student Support area.
- Communicating early any needs for accessibility support to help ensure academic progress is made and maintained.
- Engaging positively lecturers and other students, contributing positively to the academic and learning environment.
- Staying up to date with course information and requirements, including any course changes
- Submitting all assessable work on time and to the standard required.
- Ask for help when needed.
- Developing strategies to maintain their own health and wellbeing, accessing help and support when needed.

Academic Integrity

Academic integrity is about honesty, fairness, trust, and responsibility. All NR TAFE students are part of the college academic community and are expected to uphold academic integrity during their studies. Actions that undermine academic integrity can affect a student's reputation both during their studies and in the future.

Breaching academic integrity is known as 'Academic Misconduct'.



Academic Misconduct

At NR TAFE a student's work must be their own and be underpinned by integrity – acting ethically, honestly and with fairness. A key pillar of assessment within the vocational education and training system (VET) is authenticity – that is, all assessments submitted must be the student's own work.

Engaging in academic misconduct includes acting dishonestly or unfairly in connection with any college examination, course work, assessment or test, or the preparation of any report or other work.

Academic misconduct includes, but is not limited to:

- Cheating (gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment).
- Collusion (two or more students exchange or share work and claim it as their own individual effort).
- Plagiarism (taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source). Plagiarism includes using generative AI (such as ChatGPT, Bard, DALL-E) without acknowledging the source.

Falsification of Academic Records

Misrepresenting data within an assessment or within your course work is academic fraud and is considered misconduct.

Examples include:

- Fabrication - making up results and reporting them.
- Altering an academic record to falsify the outcome.

Academic Misconduct ‘Other’

Academic dishonesty that does not fall into other misconduct categories include:

- Falsifying medical certificate or evidence for assessment extension.
- Falsifying evidence for claiming fees refund or fee concession.

Compliance with North Regional TAFE Policies

Students must respect NR TAFE's college policies, governance and procedures and respond positively to any reasonable direction given by persons who are authorised to give such directions.

Students should familiarise themselves relevant college policies including but not limited to NR TAFE's:

- Terms and Conditions of Enrolment
- Information Systems Usage Policy for Students
- Student Fees and Charges Policy
- Complaints Management Procedure
- Assessment Appeals Procedure
- Student Withdrawal Fee Refund Policy
- By-Laws
- Student Handbook

Further information can be found at:

<https://www.northregionaltafe.wa.edu.au/current-students/policies-and-responsibilities>



Penalties

Behaviour contrary to the Student Code of Conduct often also constitutes a breach of NR TAFE's Bylaws. There are a number of penalties that can be imposed on people who breach the Institute's Bylaws including warnings, suspension, expulsion or other exclusions, and withholding results.

Students should appreciate that serious offences such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion. These penalties may be applied immediately, impacting on a student's ability to continue or complete their studies.

For minor breaches of the Code of Conduct students will likely receive a warning with the requirement for a change of behaviour. This may be a verbal reminder of the expected behaviour or an official written warning.

Penalties may be applied, including suspension, for consistent minor breaches of the Code of Conduct. Students may be asked to engage in a Behaviour Management Plan should there be repeated breaches of behaviour inconsistent with the Student Code of Conduct.

External authorities, such as the police, may be involved, in addition to any action taken under the bylaws, where a student's conduct breaks the law.

Student Support Services

Student Support Services NR TAFE has a variety of free student services that all students can access.

The Student Support team also has dedicated services to support Aboriginal and Torres Strait Islander students, students with a disability and our international student cohort. Further information on these services can be found on NR TAFE's website at:

<https://www.northregionaltafe.wa.edu.au/we-are-here-you/student-support-services>

Further Assistance

If students have concerns about any aspect of our service, or suggestions about improving services, NR TAFE wants to know about them. This can be done by completing our online feedback form available on our website, downloading the forms and completing it at your local campus, or calling us on 1300 996 573.

Free Counselling Services

As a student enrolled at NR TAFE, you are eligible for six (6) free counselling sessions per year at PeopleSense. These sessions are available 24/7 and are confidential. You will not require a referral to access these sessions; simply call 1300 307 912 or book online at www.peoplesense.au.

*SCAN THE CODE TO BOOK
YOUR PEOPLESENSE SESSION!*



North Regional TAFE



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