

# Wyndham Community and Education Centre Inc Code

Policy name	<b>STUDENT CODE OF CONDUCT</b>
Staff Responsible	Director of Education
Staff involved	Education Manager, RTO Manager, Training Services Coordinators
Review dates	Date approved: 25 November 2024 Review Date: 2026

## Purpose

Wyndham Community and Education Centre Inc's (Wyndham CEC) *Student Code of Conduct* applies to all students within the Wyndham CEC community and aims to ensure the safety, comfort and wellbeing of everyone accessing a service at Wyndham CEC.

The student code outlines expectations regarding the required level of conduct and behaviour that should guide all students undertaking education and training programs at Wyndham CEC.

It ensures all students are aware of their rights and responsibilities while undertaking an education program at Wyndham CEC. It aims to provide an equitable, supportive and safe learning environment. Students are required to demonstrate courtesy, consideration, respect of and cooperation with other participants and with program staff.

Wyndham CEC will not tolerate breaches of this *Code of Conduct* and students who fail to comply will be required to meet with a Manager or Director of Education to discuss unacceptable behaviour and agree on strategies to address the identified breach of the Code.

Some education programs at Wyndham CEC require a signed participation contract. Where this applies, students will be provided with the contract at enrolment.

## Code

The *Student Code of Conduct* embodies Wyndham CEC's vision, mission, values and commitment to democratic principles reflected throughout the organisation and the principles that underpin the way we work together within our diverse community.

Wyndham CEC is committed to providing an inclusive environment and to enhancing the opportunities for participation in programs and services on offer. This includes students undertaking training and development opportunities, or other services and activities across Wyndham CEC.

Wyndham CEC's *Access and Equity Policy and Procedure*, in conjunction with this Code, aims to remove barriers to programs and services and to actively promote opportunities for all within an inclusive environment.

## Wyndham CEC Vision

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This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2024 and supersedes all previous versions.

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Improving lives ... strengthening communities

## Wyndham CEC Mission

Wyndham Community & Education Centre Incorporated will be a leader in educational, social, cultural and community services in Wyndham City and surrounds.

Our programs, services and activities will be responsive to community needs and provide opportunities for participation, inclusion and enhanced well being.

## Wyndham CEC Values

Wyndham Community & Education Centre is proud of the diversity of staff, students, Board members and volunteers and, is guided by the following set of values:

- Respect – being aware of and valuing other beliefs, cultures and opinions
- Integrity – being honest, ethical and accountable
- Commitment – consistently achieving our goals, values and purpose
- Inclusion – working together, connecting communities, celebrating diversity
- Responsiveness – consistently responding and adapting to meet community needs

Wyndham CEC promotes these values through:

- Providing access and equity to all members of the community
- Implementation of its policies and procedures
- Ensuring a diverse and inclusive workforce
- No tolerance of racism
- No tolerance of child abuse

## Democratic Principles

Wyndham CEC supports and promotes the principles and practice of Australian democracy including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

## Student rights and responsibilities

In general, it is expected that students will:

- Take responsibility for their learning
- Contribute to a safe learning environment

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- Respect others

## **Students have the right to:**

- Be provided with accurate information about a course before enrolment
- Be provided with clear information about fees and charges
- Be provided with a clear Training Plan
- Be advised of any 3<sup>rd</sup> party arrangements or placements they need to undertake
- Be treated equally and fairly by staff and other students
- Have fair and equal access to Wyndham CEC
- Feel safe at Wyndham CEC
- Learn at Wyndham CEC
- Expect privacy and personal issues to be kept confidential
- Be informed of Wyndham CEC's *Complaints and Appeals Policy & Procedure*
- Receive training, assessment and support services that meet individual needs ensuring every reasonable opportunity to complete training
- Access records of participation and progress.

## **Students have the responsibility to:**

- Respect the rights and welfare of everyone at Wyndham CEC
- Refrain from sexual harassment, aggressive behaviour, bullying or intimidation
- Keep personal issues out of the classroom and while on the premises
- Attend class in a fit state, free from the effects of alcohol or illicit drugs
- Complete all work tasks given by a teacher/ trainer
- Complete and submit work that is their own by avoiding plagiarism, collusion and/ or cheating
- Attend all classes to the best of their ability and be on time or advise Wyndham CEC if unable to attend classes
- Turn off mobile phones or put them on silent during class
- Adhere to Occupational Health and Safety requirements
- Respect the property of the Wyndham CEC community
- Not smoke in NON SMOKING areas
- Refrain from any illegal conduct.
- Not discriminate against anyone on the basis of gender, sexuality, race or religion
- Advise us if you need to withdraw

## Wyndham CEC:

- Does not allow illegal drugs or anyone under their influence on the premises
- Does not allow alcohol to be brought onto the premises

Breaches of the *Student Code of Conduct* may result in disciplinary action according to Wyndham CEC policies and procedures.

Illegal activities will be referred to the police.

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## **Complaints and Appeals**

Wyndham CEC has a *Complaints and Appeals Policy and Procedure* in place for students who believe they have been adversely affected by Wyndham CEC operations to complain and have their complaint dealt with in a fair, accountable and transparent way in accordance with the principles of natural justice. Wyndham CEC is committed to responding promptly and efficiently to complaints and appeals and has developed and implemented a process for handling complaints efficiently. A copy of the policy and procedure is available at enrolment and on the website at [www.wyndhamcec.org.au](http://www.wyndhamcec.org.au)

## **Student Feedback**

All Wyndham CEC students are provided with an opportunity to provide feedback about education programs or suggested improvements to services at any stage of a program. There are several ways to do this, including through the organisation's annual *Whole of Centre Survey* and individual program evaluation feedback mechanisms.

Feedback can also be provided at head office: 20 Synnot Street, Werribee 3030 in person or via the suggestion box in reception.

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## **Related Documents**

**Legislation:** Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Multicultural Victoria Act 2011 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Privacy & Data Protection Act 2014 (Vic), Child Wellbeing and Safety Act 2005 (Vic), Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)

**Policies:** Complaints and Appeals Policy & Procedure; Harassment, Victimisation, Discrimination and Bullying Policy & Procedure; Cyber bullying Policy & Procedure; OH&S Policy & Procedure; Access and Equity Policy & Procedure; Student Safety and Welfare in VET Programs Policy & Procedure; Plagiarism, Cheating and Collusion Policy and Procedure, Child Safety and Wellbeing Policy Child Safety Reporting Procedure

**Other:** AQTF Essential Conditions and Standards for Continuing Registration; Program Codes of conduct, Code of Conduct – School Students