Students Code of Conduct

Purpose

The purpose of this code of practice and rules of behaviour is to ensure that all students at Brighten Institute Australia (BIA) behave in a mature manner and with respect for all other students, trainers, assessors, staff and all businesses within the 12 – 14 O’Connell Street Sydney, New South Wales (NSW).

Scope

This code applies to all students of Brighten Institute Australia.

Definitions

For the purposes of this document “code of conduct” means the general demeanour in which students should conduct themselves. “Rules” are the specific instructions for students to follow in the classroom.

Harassment is any form of behaviour which is unwelcome, unreciprocated, and usually (though not entirely) repeated, which makes the situation unpleasant, humiliating or, intimidating for the person who is the target of that behaviour. Harassment can be sexual or may arise from discrimination on the basis of gender, race, disability, sexual preference or other unwelcome behaviour.

Discrimination is the act of treating a person unfairly because of their race, colour, nationality, descent, ethnicity, ethno-religious background, sexual preference, socio-economic background, disability, or other personal characteristics.

Students Rights and Responsibilities

All Students have the right to:

- be treated fairly with respect from others and without discrimination or harassment, regardless of religious, cultural, racial and sexual difference, age, disability or socio-economic status
- be free from all forms of intimidation;
- work in a safe, clean, orderly and cooperative environment;
- have personal property (including computer files and your work) and the Registered Training Organisation property protected from damage or other misuse;
- have any disputes settled in a fair and rational manner (this is accomplished by the Complaints Procedure);
- learn in an environment that is conducive to success;
- work and learn in a supportive environment without interference from others
- apply to have existing skills and knowledge recognised;
- privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses);
- be given information about assessment procedures at the beginning of the unit and progressive results as they occur;
- appeal within fourteen days of receiving notification of any decision made about late or missed assessment;
- lodge a complaint and have it investigated effectively without fear of retaliation or victimisation;
- express and share ideas and to ask questions

**All Students have the responsibility to:**

This includes but is not limited to:

- Treat staff and fellow Students with respect and fairness, following reasonable directions from a member of staff;
- not behaving in any way that may offend, embarrass or threaten others;
- not harassing fellow students or staff;
- taking care of facilities by not damaging, stealing, modifying or misusing property;
- acting in a safe manner that does not place you or others at risk.
- ensure personal details are current and correct;
- participate in all assessment tasks as scheduled, honestly and to the best of your ability;
- not smoke in non-smoking areas
- not be under the influence of alcohol or illegal drugs; and
- follow normal safety practices.

**Procedures**

- Alleged Illegal Activity
- Behaviour
- Classroom Requirements
- Discrimination
- Drugs
- Firearms and Dangerous Weapons
- Harassment
- Identification
- Noise Levels
- Offensive Material
- Respect for Staff
- Smoking

### 4.1 Alleged Illegal Activity

If a student is to have engaged in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

### 4.2 Behaviour

We request that all students behave in a respectable and responsible manner at all times when on campus.

Behaviour deemed unsatisfactory may result in termination.
4.3 Classroom Rules for when On Campus

Brighten Institute Australia has adopted a range of requirements to promote an ideal learning environment for all.

These rules will be displayed in all classrooms. The rules are as follows:

On Campus classroom rules (These rules will be published in all of the classrooms)

Housekeeping

1. **Noise**: Consider the other businesses when leaving the classroom. Other businesses share the building so please show respect for them and keep noise to a minimum

2. **Mobile Phones**: Ensure that all mobile phones are turned off at the beginning of each class and not turned back on until the class has finished.

3. **Mobile Phone with Cameras / Cameras**: Students are not allowed to take pictures of the notes, the lecturer or other students in the classroom

4. **Sound Systems**: Students are not allowed to use iPods or any other MP3 players or personal sound systems during the class

5. **Eating or Drinking** is not permitted at any time in any of the classrooms

6. **Kitchen, Students Lounge and Toilets** Please keep the toilet areas clean. Again other businesses use them

Classroom

1. **Punctuality**: students must ensure that they are on time for the start of class and after lecture breaks. Students who arrive 10 minutes after a class has started may be prevented from joining it until the next break.

2. **Study Materials**: Always bring your text book and where necessary, writing paper, pencils, pens and calculator

3. **Do not sleep in class**

4. **If you need to leave the room during sessions times, please do so quietly and not interrupt the session.**

5. **All courses are delivered in English (Australian)**

6. **Classrooms must be kept tidy before leaving the classroom, pick up all rubbish from where you are seated, and place it in the rubbish tin.**
Discrimination

Any form of discrimination is not acceptable at Brighten Institute Australia and will not be tolerated. Serious cases of discrimination will be viewed as misconduct and dealt with accordingly by the Academic manager.

Drugs/ Alcohol

No drugs, other than those prescribed by a Medical Practitioner, or available over the counter without prescription, will be tolerated in the Institute. This includes the possession and/or consumption of alcohol.

Firearms and Dangerous Weapons

Firearms or replicas of firearms (including ammunition or magazines), weapons, flammables, explosives or dangerous instruments are prohibited on BIA campus.

Harassment

Harassment of any kind will not be tolerated and will be subject to disciplinary action. Please refer to the Grievance Policy and Procedures for more information on bullying and harassment.

Student Identification

Please keep your Student Identification on you at all times when attending on campus sessions.

Noise Levels

Out of consideration of the other businesses at a noise level must be kept at appropriate levels.

Offensive Material

Offensive material will not be displayed or produced in any part of the BIA.

Respect for Staff

Students of Brighten Institute Australia are required to treat all members of staff with respect. This means that they should not talk through classes, and show any disrespect to lecturers. Speaking consistently while lectures are in progress will not be tolerated and students will be asked to leave the classroom if they continually interrupt the lecturer or other classmates.

Smoking

Smoking is a health hazard.

Smoking is prohibited on the BIA campus (incl. toilets)

Students who smoke must do so outside the building, at least three metres away from the doorway and only in the designated smoking area.