



# Student Code of Conduct

## 1. Introduction.

It is the policy of the Australian Paramedical College (APC) RTO 32513, that all staff and students abide by the practices detailed in this Student Code of Conduct. The Student Code of Conduct outlines expected student behaviour whilst enrolled in a course and whilst representing APC for any work placement activities. This is the **student's fundamental responsibilities** throughout the entirety of enrolment and participation of studies with APC.

All students enrolled with the Australian Paramedical College **must** abide by this Code of Conduct. All APC Staff **must** operate to support the identified student expectations are sustained.

## 2. Student Expectations

All students enrolled with Australian Paramedical College (APC) have the right to:

1.	Expect APC to provide training and assessment that is of a high quality and that recognises and appreciates individual learning styles and needs
2.	Expect to achieve the published learning outcomes from their training program, if the student, in turn, devote the necessary time and diligence to the learning and assessment requirements
3.	Expect to participate in learning and assessment that is provided by fully qualified educators who are competent and diligent and who operate within the APC's Code of Practice to support students' learning needs, course outcomes, and assess the students' work with flexibility, fairness, and reliability, ensuring valid assessment outcomes
4.	Expect APC to be ethical and open in their dealings, communications, marketing and advertising and in relation to all business activities
5.	Efficient and effective management of administrative matters including the processing of fees, concessions, refunds, complaints etc
6.	Expect APC to apply the relevant Workplace Health and Safety (WHS) legislation, to maintain a duty of care and operate in accordance with the APC WHS Policy and related procedures.
7.	Participate in their learning in a healthy and safe environment where the risks to personal health and safety are managed and minimized and they are not harassed, victimized, or discriminated against on any basis
8.	Have their personal details and records kept private and secure according to the APC Privacy Policy
9.	Have access to APC's student services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation
10.	Have their complaints dealt with fairly, promptly, confidentially and without retribution through our complaints policy and procedure
11.	Have the right to make appeals about procedural and assessment decisions
12.	Have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment
13.	Be given clear and accurate information about their course, fees, training and assessment arrangements and their progress
14.	Have the access and support they need to effectively engage and progress in their training program
15.	Provide feedback, whether positive or negative to APC on the services, training, assessment, and support services.



# Student Code of Conduct

## 3. Student Responsibilities

All students throughout the extent of their enrolment with APC are expected to abide by the following code of conduct at all times. Where a student is found to be non-cooperative in accordance with the following, APC may take <sup>1</sup>disciplinary action, resulting in one or more of the following:

- a. A formal warning; or
- b. A signed performance agreement; or
- c. Withdrawal from a course for inappropriate conduct issues:

All students are responsible for the following throughout the entirety of a course enrolment:

1.	Accept APC enrolment conditions, inclusive of but not limited to; APC policies and procedures and fee/payment schedule requirements.
2.	Treat <sup>2</sup> others with fairness and respect and not do anything that will potentially offend, embarrass, or threaten others.
3.	Not harass, victimize, discriminate against, or disrupt others. This is inclusive of language that is considered unacceptable (e.g. swearing)
4.	Treat others and their property with respect inclusive of APC resources and properties.
5.	Respect the opinions and backgrounds of others.
6.	Follow all workplace health and safety policies and procedures as directed.
7.	Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
8.	Notify APC where there is a change in personal or contact details information.
9.	Abiding by any dress code required by APC, specifically related representation of APC at to workshops and placement attendances.
10.	Provide relevant and accurate information to APC in a timely manner.
11.	Engage in the enrolled course with due personal commitment and integrity dedicating the necessary time, diligence and application to the learning and assessment requirements.
12.	Complete all assessment tasks, learning activities and assignments honestly and without <sup>3</sup> plagiarism or <sup>4</sup> cheating.
13.	Submit and complete all required assessment tasks, learning activities observation requirements and any other evidence in a timely manner, signing a disclaimer to identify the work as your own.
14.	Instigate regular contact with and/or engage with their Educator
15.	Evidence ongoing progression in accordance with the course training plan and through engagement in the online learning and assessment requirements, communication with the course educators and attendance at workshops and/or participation in any placement requirements as per the unit outcomes where required
16.	Prepare appropriately for all assessment tasks, workshops, training/assessment sessions and placement activities
17.	Notify APC if any issues/difficulties arise as part of their involvement in the program.
18.	Notify APC should you be unable to attend a scheduled workshop or required meeting for any reason prior to the commencement of the workshop or meeting.
19.	Ensure you attend required on site classes, sober and drug free, only smoke in designated areas and be responsible for the security of your personal possessions while attending a course
20.	Complete APC student survey as directed, to support APC to apply continuous improvement activities based on student feedback.

<sup>1</sup> As per APC Disciplinary Policy and Procedure

<sup>2</sup> Others refers to all staff, educators, student and/or stakeholders of APC, including representing APC for any work placement requirements

<sup>3</sup> Plagiarism: the practice of taking someone else's work or ideas and passing them off as one's own

<sup>4</sup> Cheating: to act dishonestly or unfairly in order to gain an advantage.



# Student Code of Conduct

**Peter Evans**  
Chief Executive Officer

A handwritten signature in black ink that reads 'Peter Evans'.

13 March 2019

Version	Purpose/amendments	Issued
V1.1_17	Initial implementation	13 Jan 2017
V1.2_18	Minor amendments made to some expectations	30 May 2017
V1.3_19	Reviewed for accuracy	13 Mar 2019