



# **STUDENT CODE OF CONDUCT**

**AUSTRALIAN PARAMEDICAL COLLEGE RTO 32513**

## Policy

Industry Pathways Pty Ltd (ABN 65 153 814 192), operating as Australian Paramedical College (APC), has a Student Code of Conduct Policy that all enrolled students must always follow. The purpose of this code of conduct is to ensure all students can complete their qualifications competently with respect for all individuals involved in the learning journey.

## Aim

The aim of this policy is to establish the clear standard of behaviour that is expected of APC's students.

These standards reflect the APC's commitment to respect, inclusiveness, and high social and ethical standards throughout our college, including the entirety of a student's enrolment and participation with APC. APC aims to equip students with not just skills and knowledge, but also with an appropriate attitude that will help them ultimately succeed in the healthcare industry.

## Scope

The Student Code of Conduct outlines the expected behaviour of students enrolled with APC. It includes their activities throughout their enrolment at APC, including but not limited to their behaviour at face-to-face learning activities, Clinical Placements, and online learning activities, as well as their engagement on social media and the internet more generally.

For the avoidance of doubt, this includes a student's actions at events that are not directly hosted by APC – either offline (e.g., Clinical Placements with a Host Organisation) or online (e.g., private chats with other students, posts on non-APC social media accounts, including those belonging to the student). This includes any private online or social media accounts that students maintain.

Please read this policy carefully and complete the declaration to confirm that you have read, understood, and agree to adhere to this Code of Conduct.

## Conduct towards others

Students are expected to always treat APC, all APC Staff and Representatives acting on behalf of APC (referred to collectively as APC Staff), Clinical Placement Host Organisations, and other APC students with professionalism and respect.

This extends to all interactions, either in-person, on the phone, or online. This also extends to interactions with third parties (not associated with APC) that refer to APC, APC Staff, Host Organisations, and other APC students.

Throughout their enrolment, students are expected to:

- Treat others with professionalism, courtesy, and respect. Yelling, swearing, name-calling or engaging in personal attacks on others will not be tolerated.
- Not engage in behaviour that could negatively affect the health and safety of others.
- Not harass or bully others, either physically, verbally, or in written form
- Not engage in behaviour that is discriminatory based on gender, sexuality, religion, or in any other respect.
- Not engage in behaviour that is perceived to be threatening, intimidating or harmful towards others.
- Not engage in behaviour that is considered sexual harassment, which can include any behaviours of a sexual nature that might intimidate, insult, or humiliate another person
- Not engage in behaviour that disparages others, either in-person or online.
- Not engage in behaviour that disrupts or interferes with any teaching or learning activity.
- Immediately inform APC if they become aware of any potential breaches of this Student Code of Conduct.

## Conduct at face-to-face learning activities (including Clinical Workshops and Placements)

In addition to the above, while at Clinical Workshops, on Clinical Placements with a Host Organisation, or at other face-to-face learning events, students are expected to:

- Treat the premises and any equipment or resources used by APC and/or Host Organisations with respect and care.
- Not bring any articles or items that may threaten the safety of oneself or others.
- Not be under the influence of alcohol, drugs, or other intoxicating substances.
- Not smoke on premises.
- Follow all Workplace Health & Safety (WHS) procedures and report any potential WHS risks or breaches to APC and/or their Host Organisation immediately.
- Immediately inform APC and/or their Host Organisation (where applicable) if they notice anything that may affect their safety or the safety of others.

## Academic integrity and approach

Students are expected to:

- Uphold the highest standards of honesty and integrity in all activities.
- Not engage in plagiarism, collusion or cheating. This includes copying others' work or allowing other students to copy their work.
- Not interfere in the learning of others.
- Avoid any action that would unfairly disadvantage or advantage themselves or another student.
- Engage in their learning with a positive attitude, which includes:
  - Meeting all pre-requisites set out for attending learning events by APC and/or by Host Organisations (e.g., medical declarations and clearances).
  - Being punctual. For Clinical Workshops, this means arriving 15 minutes prior to the commencement of training and 30 minutes prior on the first day.

- Notifying APC and/or their Host Organisation if they cannot attend an activity they are expected to attend on time, at least 24 hours prior to the activity.
- Abiding by any applicable dress codes and meeting any applicable PPE requirements.
- Appropriately preparing for all learning and assessment tasks.
- Actively participating in sessions.
- Collaborating well with peers.
- Being open and receptive to feedback provided by APC and/or their Host Organisation.
- Participate safely at Clinical Placements, including:
  - Checking the suitability of a Host Organisation with APC prior to commencing Placement.
  - Only completing work within their scope of practice (as outlined in their logbook), and with appropriate supervision at all times.
  - Completing the relevant logbook(s) provided by APC, and ensuring it is signed at the end of each shift by an appropriate supervisor.

### APC's resources and reputation

Students are expected to:

- Use and care for APC's resources in a lawful and ethical manner.
- Respect APC's intellectual property over all learning material, and not reproduce it or distribute it to others without APC's express written consent.
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, APC's reputation or good standing. This includes disparaging or defaming APC or its staff or representatives online.
- Not misuse technology or communication facilities provided by or associated with APC in a manner which unlawful, unethical, or which will be detrimental to others.
- Not engage in any fraudulent or corrupt conduct.

### Breaching the Student Code of Conduct

Investigations into breaches of the Code of Conduct will be conducted in the following manner:

- An observer of the breach should provide specific information and, where possible, evidence of the alleged breach.
- APC will review the information provided and inform the student of the allegation.
- The student will be provided an opportunity to respond in writing to the allegation
- APC will review the student's response to the allegation.
- APC will then inform the learner of their determination on the allegation, including any disciplinary action that may be taken.
- Depending on the severity of the breach, disciplinary action may include (but is not limited to):
  - Issuing a verbal or written warning
  - Removing a student from a Clinical Workshop or Clinical Placement
  - Removing a student from their course and ending their enrolment with APC. For the avoidance of doubt, students who breach this Code of Conduct are not eligible for a refund of any course fees they have paid.
  - Removal from online student forums
  - Any other remedial actions deemed appropriate by the APC

APC may also inform state authorities of potential breaches where students refuse to comply with APC's directions, or where their behaviour poses a threat to the safety of themselves or others.

Version	Purpose/amendments	Release date
V1.1_17	Initial implementation	January 2017
V1.2_18	Minor amendments to expectations	May 2017
V1.3_19	Annual review	March 2019
V2.0_20	Restructure to set clearer guidelines	May 2020
V3.0_21	Restructure to reflect process changes and merge of policies	December 2021
V3.1_22	Inclusion of sexual harassment and minor wording changes	February 2022