

Wyndham Community and Education Centre Inc Code

Policy name	STUDENT CODE OF CONDUCT
	Manager Training Services Unit
Staff involved	All Staff
Review dates	2013
Related documents	Complaints and Appeals Policy, Harassment, Victimization and Bullying Policy, Codes of Conduct, Access and Equity Policy; AQTF Essential Conditions and Standards for Continuing Registration (Standard 2 Elements 2.1, 2.3, 2.5, 2.6, 2.7)

WCEC aims to provide a service based on best practice in adult education. Our services will provide opportunities that lead to further education and employment pathways, enhance well-being and improve quality of life. To uphold this vision it is important that all students understand their rights and responsibilities as set out below.

Student Rights

Students have the right to:

- Be treated equally and fairly by staff and other students;
- Have fair and equal access to the Community Centre;
- Expect privacy and for any personal issues to be kept confidential;
- Be informed of the Centre's Complaints and Appeals policy;
- Receive training, assessment and support services that meet their individual needs ensuring they have every reasonable opportunity to complete their training; and
- Access their records of participation and progress.

Student Responsibilities

Students have the responsibility to:

- Respect the rights and welfare of everyone at the WCEC;
- 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 and illicit drugs;
- Complete work tasks given by the teacher;
- Attend all classes to the best of their ability;
- Be on time for classes;
- Advise the Centre if unable to attend classes; and,
- Refrain from any illegal conduct.

This Code of Conduct has been established to ensure all students are aware of their rights and responsibilities with the aim of providing an equitable, supportive and safe learning environment. WCEC will not tolerate breaches of this Code of Conduct and any student failing to keep any of the above responsibilities will be first asked to meet with the Coordinator/ Manager of the training area to discuss the unacceptable behaviour and together agree on strategies to address the identified breach of code.

This document was accepted by the Board of Management of the Wyndham Community and Education Centre Inc on 8/6/11 and supersedes all previous versions.