

## Student Code of Conduct

Each student has the right to:

- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Be treated fairly and with respect by all students and staff.
- Be given clear and accurate information about their course, training, and assessment arrangements and their progress.
- Access the [student support](#) options offered by ICETS to participate in their training program effectively.
- Access their records.
- Have their personal details and records kept private and secure according to ICETS [privacy and data management policy](#).
- Have their complaints dealt with fairly, promptly, confidentially and without retribution.
- Appeal assessment decisions.

All students, throughout their training and involvement with ICETS, are expected to:

- Ensure they have read, understood and agree to all terms and conditions outlined in the [Student Handbook](#).
- Agree by signing their enrolment form, that they have read and understood the conditions set out and that their act of signing binds them to follow the terms and conditions in this Student Code of Conduct.
- Provide honest and accurate information.
- Accept Australian Skills Quality Authority (ASQA) may change rules and guidelines at any time, which may affect an individual's enrolment. If a student's enrolment must be altered or amended due to ASQA rules or guidelines, the student agrees not to hold ICETS liable for any damages in this event. Students agree to work with ICETS to find a solution to the matter, which may or may not be outside of ICETS' control due

to regulatory changes.

- Dress in smart casual (comfortable) dress attire or as directed by your employer for classroom programs.
- Take responsibility for their learning, be punctual and attend all classrooms.
- Treat all people with fairness and respect and do not do anything that could offend, embarrass, or threaten others.
- Notify ICETS if any of their personal or contact details change.
- Approach their coursework with personal commitment and integrity.
- Complete all assessment tasks, learning activities, and assignments honestly and free of [academic misconduct](#).
- Make payments for their course enrolment fee within agreed timeframes.

A breach of the Student Code of Conduct may result in:

- Assessment resubmission requirements or failure.
- Formal written warning.
- The student's employer being notified of the breach.
- Cancellation of the student's enrolment with no refund.



### **Inappropriate Behaviour**

Abusive, bullying, or aggressive phone calls, emails, or conduct towards an ICETS staff member or to any other student will not be tolerated. If a student is found to have acted unacceptably, they will be given a formal written warning. Pending the severity of the first incident or further incidents, they may be removed from the course with no refund.

Consumption of or being under the influence of alcohol or illicit substances during training hours will not be tolerated. Such behaviour will result in the student being asked to leave the premises and may

also result in their removal from the course with no refund.