



# Student Responsibilities Policy

## RTO PP021

### Purpose

This policy and procedure informs all students of their rights and responsibilities concerning acceptable behaviours whilst undertaking any course of study. It also outlines ACF's Student Code of Behaviour.

### Responsibilities

The Course Coordinator is responsible for ensuring this procedure is implemented under the direction of the Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO.

### Scope

This policy and procedure covers all ACF's RTO (Registered Training Organisation) training and assessment and related services and applies to all students enrolled in nationally recognised qualifications, ACF staff and organisations that use the training and assessment services provided by the RTO.

### Definitions

**Intimidation** means to frighten or threaten another person to persuade them to do something they may not want to do.

**Discrimination** means treating a person or group of people less favourably because of their background or certain personal characteristics.

**Bullying** is repeated, unreasonable and unwelcome behaviour or misuse of power directed towards a person or group of people that creates a risk to health and safety - including psychological safety

**Harassment** is unwanted, offensive, or intrusive behaviour that offends, humiliates, degrades, or intimidates a person or group of people.

### Policy

All ACF students are expected to take responsibility for their own learning and behaviour, in line with all current workplace practices and legislation.

The ACF Student Code of Conduct requires the following rights to be always respected and adhered to:

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial, and sexual differences, age, disability gender, or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly, and cooperative environment
- The right to have personal property (including computer files and student work) and the RTO's property protected from damage or other misuses
- The right to have any disputes settled fairly and rationally through the Complaints and Appeals Policy and Procedure
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and ask questions, and

- The right to be always treated with politeness and courteously.

This policy also covers:

- Drugs and Alcohol (refer to Section 1) and
- Plagiarism (refer to Section 2).

## Procedure for General Breaches of the Student Code of Conduct

### First Breach

If any student behaves in a manner that breaches the Code of Conduct, they will be referred to the Course Coordinator in the first instance. The Course Coordinator will investigate and assess the severity of the breach and act according to the table below:

Severity	Description of Breach	Actions
Minor	<ul style="list-style-type: none"> <li>• Interfering with the learning of another student(s)</li> <li>• Failing to respect the sharing of ideas and input of other students</li> <li>• Being impolite to any person (including other students, ACF staff or other people involved in the learning and assessment process)</li> <li>• Leaving a learning environment unclean or untidy for others</li> </ul>	Issue a <b>verbal</b> warning and note on the student's file
Major	<ul style="list-style-type: none"> <li>• Deliberately damaging property</li> <li>• Discrimination of any type against another person</li> <li>• Being under the influence of drugs and/or alcohol during training and assessment activities</li> </ul>	Issue a <b>written</b> warning and note on the student's file
Critical	<ul style="list-style-type: none"> <li>• Intimidation of any kind towards another person</li> <li>• Compromising the safety of self or others</li> <li>• Any form of bullying or harassment</li> <li>• Theft</li> <li>• Making untrue or vexatious allegations against another person</li> </ul>	Refer to Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO (see further notes)

### Subsequent Breaches

All subsequent breaches of the Code of Conduct by a student will be directly referred to the Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO, with the student required to show cause why they should not be withdrawn from the course. (See Step 3 Below)

### Step-by-Step Process for all breaches

#### Principles

All alleged breaches of the Student Code of Conduct are dealt with by following the principles of natural justice. Any student who is alleged to have committed a breach will be provided with an opportunity to explain their actions. The ACF staff member conducting any interviews or investigations will need to have proof of the breach before taking any action.

All investigations will be completed within 10 working days where possible or as otherwise agreed between the parties.

The following steps outline how to deal with an allegation of a breach:

**STEP 1: Initiation**

- The Course Coordinator will contact the student(s) to discuss the alleged breach and allow them a right to reply.
- This conversation and its outcomes will be documented, signed by all parties, and included on the student's file.

**STEP 2: Investigation and actions**

- For Minor and Major breaches**, the Course Coordinator will investigate to gather evidence that either supports or disproves the allegations.
  - The Course Coordinator will evaluate the evidence and decide if the allegation is proven, in which case the appropriate actions will be taken using the table above.
  - Where an allegation is not proven, the Course Coordinator will note it in the Student's file and advise them in writing.
- For Critical breaches**, the Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will organise a formal meeting with the Student and advise them that they may bring a support person.
  - The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will use this meeting to lay out the terms of the allegation and allow the Student the opportunity to explain their position.
  - The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will determine the next steps and advise the Student either at this meeting or immediately afterwards. This will be documented on the Formal Complaints Register to maintain confidentiality.
  - The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will undertake a confidential investigation, involving only those personnel who need to either be advised or provide information and evidence to allow the investigation to proceed.  
*During the investigation, the Student is suspended from all learning and assessment activities.*
  - The outcomes of the investigation will be documented in the Formal Complaints Register with the following actions:
    - Where the allegation is proven, the student will immediately be withdrawn from the course and refunded any fees due under the RTO PP022 Withdrawals, Deferment, Cancellation or Suspension and Refunds Policy.
    - Where the allegation is not proven, the student will be allowed to return to study and offered additional support to maintain their studies.

*In the case that another student was responsible for an untrue or vexatious allegation they will be subject to the procedures outlined above.*

**STEP 3: Repeated breaches**

Where a student again breaches the Student Code of Conduct (regardless of the severity), they will be referred directly to the Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO, who will take the following actions:

**Minor Breach**

The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will follow Steps 1 and 2 of the process outlined above. Where the breach is proven the following actions will be implemented:

- Same breach as before - Written warning
- Different breach - Verbal warning

**Major Breach**

The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will follow Steps 1 and 2 of the process outlined above. Where the breach is proven the following actions will be implemented:

- Same breach as before - Removal from the course
- Different breach - Written warning

*Where a student is proven to have breached the Code of Conduct on 3 occasions, regardless of the severity, they will be removed from the course.*

The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will advise the student in writing of all outcomes and decisions relating to repeated breaches and make a note on their student record.

At any stage of this procedure, students can access the Complaints and Appeals Policy & Procedure to settle any disputes that may arise.

### Section 1: Drug and Alcohol Policy

The Drug and Alcohol Policy ensures that staff and students are in an environment that supports their safety and well-being during their time at ACF.

- Students are expected to be drug and alcohol-free whenever they are involved in any learning and assessment activities with other students or ACF staff.
- Students who attend any learning and assessment activities (including virtual classrooms) and are displaying signs and/or symptoms of being under the influence will immediately be removed from the environment. This removal is not negotiable, for the safety and well-being of all staff and students.
- Students under the influence will in the first instance have their safety assured, and subsequently dealt with according to the procedure for major breaches outlined above.
- Prescription drugs must be clearly labelled and only used by the person for whom they have been prescribed by following the instructions. Students must inform the Course Coordinator or Facilitator if they are required to take prescription drugs.
- All prescription drugs must be kept safe from accidental or intentional use by others.

### Facilitator's Role and Responsibilities

It is the facilitator's responsibility for the safety and well-being of students in their class to ensure:

- They monitor the students' participation and behaviour to identify anything that may harm others (including the taking of alcohol or drugs).
- Make all attempts to safely remove students who are displaying signs and/or symptoms of being under the influence, without exception or negotiation.
- Immediately report any concerns to the Course Coordinator
- Take the appropriate action to ensure the safety of themselves or others. This may include calling for emergency services where appropriate or removing students from the environment.

### Section 2: Plagiarism Policy

Plagiarism is a form of cheating that can take several forms, including copying another student's work or copying from resources (e.g., books, websites etc.) developed by someone else without giving them credit. Plagiarism is known as academic misconduct and is dealt with seriously by ACF.

- ACF is committed to the integrity of all students' work and preventing plagiarism. Plagiarism involves using the work of another person and presenting it as your own.
- ACF considers any of the following acts as plagiarism unless the source is acknowledged using the approved ACF referencing guide:
  - Copying part(s) of any document or audio-visual material (including computer-based material)
  - Using or extracting another person's concepts, experimental results, or conclusions
  - Summarising another person's work, and

- In an assignment where there was collaborative preparatory work, submitting the same final version of any material as another student. This includes activities such as group discussions, joint research, and sharing of work experiences and examples. Whilst the content of the submitted may be similar and based on the same information it must be in the student's own words.
- In addition, ACF considers the copying of another student's work to be serious academic misconduct.

ACF ensures through its Induction, that students understand that they are required to:

- be aware of their responsibility as detailed in the Student Handbook
- reference all assignments for submission appropriately
- seek advice and support from trainers if unsure about anything, and
- advise ACF staff of any breaches, either intentional or accidental (by self or others).

ACF will use the following process to minimise the incidence of plagiarism:

- ensuring tight control over the distribution of assessment materials by ACF staff
- checking the use of referencing in all submitted assessment tasks
- ensuring assessments are conducted by suitably qualified assessors, and
- using plagiarism identification devices where there is a suspicion of plagiarism.

### Step-by-Step Process for identified plagiarism

Where an assessor identifies an incident of **academic misconduct** involving plagiarism, they will immediately report this to the Course Coordinator, along with reasons for the allegation.

Reasons for academic misconduct may include:

- the similarity between student responses
- copy of source material e.g., from the internet or textbooks
- use of un-referenced source materials

A. The Course Coordinator will discuss the allegation with the student and determine the required actions using the table below:

Alleged plagiarism	Actions
Similarity between students	Require <b>all students involved</b> to resubmit authentic (individual) work.
Copying from materials	Require the student to resubmit their work using the (referenced and cited) materials as a guide but providing their individual work
Unreferenced materials	Require students to reference appropriately and resubmit work. Where required, provide additional support to show students how to reference.

B. The Course Coordinator will document the outcomes of the actions on the student's records and issue a verbal warning.

Where the incident is considered to be **serious academic misconduct** involving plagiarism the assessor will report directly to the Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO along with reasons for the allegation.

Reasons for serious academic misconduct may include:

- direct copying of other student/s' work (almost identical)
- a repeat of academic misconduct after a verbal warning has been issued (see above)

The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will follow the procedure outlined below:

- A. Advise the student (s) involved in the alleged plagiarism **in writing** and provide them with an opportunity to explain. Where serious academic misconduct involves the copying of other students’ work, all students involved will be asked to explain the circumstances of the copying.
- B. Consider the reason(s) provided by the student(s) involved and decide how to proceed, depending on the severity and the circumstances of the misconduct. Potential actions are outlined in the table below.

Misconduct	Circumstances	Actions
<b>Copying other student’s work 1st offence</b>	The Student was the creator of the original work and allowed the other student(s) to copy	First written warning and note on the student’s file
	The Student was the creator of the original work and was unaware that the other student(s) copied	Verbal warning and note on the student’s file
	The Student was the person who copied.	Written warning and note on the student’s file. Resubmission of the assessment (may also require an alternate form of assessment and special conditions applied)
<b>Copying other student’s work 2nd offence</b>	The Student was the creator of the original work and allowed the other student(s) to copy	Final written warning and note on the student’s file.
	The Student was the creator of the original work and was unaware that the other student(s) copied	First written warning and note on the student’s file.
	The Student was the person who copied.	Withdrawal from the course.
	3 incidences of knowingly letting other students copy work	Withdrawal from the course.
	4 incidences of unknowingly letting other students copy work	Withdrawal from the course.
<b>Repeated academic misconduct</b>	The Student commits the same academic misconduct as that previously identified	Final written warning and note on the student’s file.
	The Student commits different academic misconduct from that previously identified	First written warning and note on the student’s file
	3 incidences of <b>the same</b> academic misconduct	Withdrawal from the course
	A total of 4 varied incidences of academic misconduct.	Withdrawal from the course

**General Notes:**

The Executive Manager, Education and Safeguarding Services and/or delegate appointed by the CEO will advise all withdrawn Students in writing of their withdrawal, including the reasons.



Any refunds due will be issued following RTO PP022 Withdrawals, Deferment, Cancellation or Suspension and Refunds Policy.

Where the student has a place paid for by their employer, any breach outlined in this Policy and Procedure will be reported to the paying employer.


## Forms and Records

The following forms should be used in conjunction with this procedure:

- RTO PP001 Student Handbook
- RTO PP011/03 Student Induction Agenda & Checklist

The following references should be read in conjunction with this procedure:

- RTO PP020 RTO Complaints & Appeals
- RTO PP022 Withdrawals, Deferment, Cancellation or Suspension and Refunds Policy.

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