	Catholic Regional College Institute of Training Registration No. 22427		
Department	Vocational Education & Training		
Quality Controlled Document Title	Student Code of Conduct	**Date**	March 2024
Version	5	**Review**	March 2025

Code of Conduct

Members of Catholic Regional College Institute of Training (CRCIT) community are expected to treat each other with care, courtesy and fairness and to use acceptable language at all times. Violence, intimidation, harassment, bullying, cheating, collusion and plagiarism will not be tolerated.

CRCIT is committed to respecting the dignity of each individual, promoting the development of self-esteem and fostering an appreciation of the dignity and value of others within a fair and equitable environment.

All students enrolled with Catholic Regional College Institute of Training (CRCIT) are required to maintain appropriate standards of conduct at all times whilst participating in training.

As a school-based RTO, it is expected all students undertaking training as part of their education pathway at Catholic Regional College Sydenham abide by– Student Wellbeing Policies and Behaviour Management policies.

Context

- CRCIT is an RTO that aims to promote the well-being of each student.
- CRCIT values the uniqueness of the individual; encourages the development of a sense of personal integrity and seeks to create an environment that enables all to grow towards their full potential.
- CRCIT is committed to respecting the dignity of each individual, to promoting the development of self-esteem and fostering an appreciation of the dignity and value of others
- The underlying aims of the Student Code of Conduct Policy is to develop a sense of responsibility for self, to create a harmonious environment in which all can study and learn, to work co-operatively, to relate to others with respect and acceptance of differences, to strive for, and achieve their goals as students of CRCIT

Expectations

- No one is to prevent others from learning.
- Students enrolled at CRCIT are expected to carry out all lawful directives given by staff.
- CRCIT views any incident of cheating, collusion, and plagiarism as a serious breach of the student code of conduct.

Catholic Regional College of Institute Training

RTO 22427

- Care is to be taken of the RTO environment and respect is given to each other's property.
- Members of the CRCIT community are to be present for and punctual to classes, for which they are scheduled.
- Students are not to involve themselves in violence, bullying, harassment or intimidation of fellow students, staff or any members of the RTO community whilst enrolled at CRCIT.
- Smoking, drinking alcohol or misuse of other drugs at CRCIT, on the way to and from CRCIT or whilst engaged in activities related to CRCIT is not permitted.
- Students are to adhere to the dress code while at CRCIT, between home and CRCIT, and while engaged in activities related to CRCIT, unless directed otherwise. The correct uniform must be worn or suitable clothing relating to their training
- Students are required to be punctual at all times so that fellow students are not disadvantaged
- Students are required to arrive at class with the necessary materials and equipment

Policy for Discrimination-Free Community

At CRCIT we value the diversity of our school community and respect the differences between staff and students, recognising that each person has individual talents and skills to bring to CRCIT. At CRCIT all staff and students are entitled to work and learn in an environment in which they can enjoy their work and study, and feel free from unwanted discrimination and harassment of any kind. The success of sustaining a College environment free from discrimination is when all individuals are committed to these goals.

Australia's federal anti-discrimination laws are contained in the following legislation:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Furthermore, discrimination and harassment are unlawful under the following acts:

- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001.
- Workplace Relations Act 1996
- Fair Work Act 2009

https://humanrights.gov.au/sites/default/files/2022-10/GPGB_quick_guide_to_discrimination_laws_v2.pdf

Federal discrimination laws protect people from discrimination on the basis of their:

- race, including colour, national or ethnic origin or immigrant status
- sex, pregnancy or marital status and breastfeeding
- age
- disability, or
- sexual orientation, gender identity and intersex status

Catholic Regional College of Institute Training

RTO 22427

Bullying and Harassment

Bullying and harassment is any behaviour, which is unwelcome and is based on one of the legislatively prescribed attributes, as listed above. It will usually be repeated behaviour, but can also consist of a single act.

Bullying and harassment have the effect of offending, humiliating or intimidating the person to whom it is directed. It makes the learning environment unpleasant and sometimes even hostile. If a person is being harassed their ability to perform their work or study is affected. They often become stressed and suffer health problems as a result.

Harassment can often be the result of behaviour which is not intended to offend or harm, such as jokes or unwanted attention. The fact that harassment is not intended does not mean that it is not unlawful. The differences between people should be acknowledged and respected - never ridiculed.

Types of Bullying and Harassment

There are many types of bullying and harassment. These can range from direct forms, such as physical and verbal abuse, threats, name-calling, and sexual advances to less direct forms such as creating a hostile work environment, or other instances where no direct attacks are made on an individual.

Examples of verbal bullying and harassment:

- sexual comments, advances or propositions
- racist comments, jokes, obscene telephone calls, unsolicited letters, faxes, emails
- spreading rumours
- belittling someone's work or contribution
- belittling someone based on the attributes listed under discrimination and harassment

Examples of non-verbal bullying and harassment:

- putting offensive material on notice boards, computer screen savers, e-mails
- displaying sexist or racist cartoons or literature
- Taking photographs or filming other participants or staff without their permission. This also includes posting on social media without permission
- Willful or malicious damage of property, equipment or materials
- demoting, failing to promote, or transferring someone because of the attributes listed under discrimination and harassment
- mimicking someone with a disability
- practical jokes which are unwelcome
- isolating someone with the intention of ignoring or being cold to them
- offensive gestures.

Examples of physical harassment:

- hitting, pushing, shoving
- throwing objects at a person

Examples of sexual harassment

- Subtle (not always obvious) forms of harassment tend to be the most common.

They include:

- offensive staring, leering, comments or jokes
- offensive comments about physical appearance or sexual preference
- questions or comments about another's sexual morality
- physical contact e.g. Brushing up against another's body

Explicit (obvious) forms are easier to identify as they often involve offensive or intimidating behaviour.

They include:

- pinching, patting, touching, embracing
- repeated requests to go out with someone, especially after prior refusal
- offensive jokes and comments
- sexually provocative remarks
- displays of sexually graphic material
- requests for sexual favours.

Criminal Action may include some of the above, but also:

- indecent exposure
- sexual assault
- attempted and actual rape
- physically molesting a person
- sending obscene letters, and emails or making obscene telephone calls.

If any such behaviour makes you feel, offended and humiliated; intimidated and frightened; uncomfortable and powerless, then it is a reportable matter to a CRCIT Staff member.

Discrimination

Discrimination is making unlawful distinctions between individuals and groups on the basis of any of the following prescribed attributes;

- age
- disability
- race, including colour, nationality or ethnic origin or immigration status
- Sex, pregnancy, marital or relationship status or family responsibilities
- Sexual orientation, gender identity or intersex status

Discrimination happens when a person, or a group of people, is treated less favourably than another person or group of people because of their background or personal characteristics. This is 'direct discrimination'.

It is also discrimination when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share. This is 'indirect discrimination'.

Cheating, Collusion and Plagiarism

CRCIT is committed to creating an environment of honest and ethical academic standards, therefore academic dishonesty in the form of cheating, collusion and plagiarism in any form is not accepted. All incidence will be treated seriously by CRCIT.

Academic Dishonesty means seeking to obtain or obtaining academic advantage by dishonest or unfair means or by knowingly assisting another student to do so.

Cheating is taking or giving any information or material which will be used to determine academic credit. Examples are listed below;

- Copying from another student's work
- Allowing another student to copy from your work
- Using textbooks, notes or formula lists without the trainer's permission
- Collaborating on work for submission with another student without the trainer's permission
- Having another student complete work for you

Collusion is: when more than one student contributes to a piece of work that is submitted as the work of an individual.

Plagiarism is the "stealing and publication" of another person's words, thoughts, ideas or expressions and representing them as your own work without the full acknowledgement of the original author. Examples of plagiarism are listed below;

- Quoting word for word from another's work without clear acknowledgement.
- Paraphrasing the work of others by altering a few words, changing their order or closely following their structure without acknowledgement.
- Cutting and pasting directly from the Internet.
- Failing to acknowledge the sources used to produce your work
- Inaccurate referencing of another's work.

Responsibilities of CRCIT

It is CRCIT's legal responsibility to ensure that discrimination, bullying and harassment do not happen in the learning/working environment. If they do occur, complaints will be taken seriously.

The complaint will be investigated in a sympathetic, fair and confidential manner. Action will be taken to make sure that the offending behaviour stops. Appropriate warnings or disciplinary action will be taken where harassment/bullying/discrimination is found to have occurred. All complaints will be handled with confidentiality according to the complaints and appeals policy.

It is part of the role of CRCIT Management to ensure that harassment does not occur in the workplace. The CEO along with the RTO Management Team and staff, should not engage in behaviour that is discriminatory or harassing themselves - either of other staff, students or visitors.

When the management team observes discrimination or harassment happening in the workplace, steps should be taken to stop it, and warn the person involved of the consequences if the offending behaviour continues.

CRCIT Management team is also responsible for ensuring that all staff and students are aware that discrimination and harassment will not be tolerated in the school and that complaints will be dealt with in accordance with the terms of CRCIT's Complaints Handling Policy.

Responsibilities of Members of the Community

Staff and students are obliged to ensure that they do not discriminate against or harass other staff, students or visitors at CRCIT. Staff and students must also ensure that they do not encourage others to do so.

If you become aware that someone you study with is being harassed or subjected to discrimination, you can assist them in a number of ways.

- Tell them that you are willing to act as a witness if they decide to make a complaint.
- Back them up or support them in saying "no" to the alleged offender.

However, it is not your responsibility to say anything to the alleged offender.

Consequences of breaching the Student Code of Conduct

The consequences for breaching the student code of conduct will be one, or possibly a number of the consequences listed below dependent on the severity of the breach.

- Consultation with the trainer, VET Co-ordinator or member of the RTO Management Team
- Restricted access (suspension) to CRCIT at the RTO Management's discretion.
- Permanent exclusion (termination of enrolment) from CRCIT upon the RTO Managements discretion.
- Criminal actions may be referred to the Police.
- Re-submission or failure of assessment tasks in the incident of cheating, colluding or plagiarising submitted work for assessment

Student Services

CRCIT have management systems in place to ensure effective student service from enrolment to the completion of your course.

CRCIT is committed to creating an equitable and caring environment. We understand that each learner has different levels of learning skills, and some may require additional assistance. Through access to our Student services faculty, we can offer additional support for CRC Students. Students can contact a CRCIT administrator, speak to their Trainer/Assessor or your home school VET learning convenor if they need assistance.

Students from the BVC schools requiring further support/assistance or career guidance should contact their VET coordinator or careers counsellor for guidance.

Students can visit the student services building or ask their trainer for more information. Students or parents can also phone CRCIT on 9361 0000 to discuss welfare-related issues or can discuss concerns with one of our student welfare team members.

*Please note this policy applies to all students and staff associated with CRCIT and encompasses the entire school ground *

Related Policies

- CRCS – Student Wellbeing and Behaviour management policies
- Access Equity and Anti-discrimination Policy
- Complaints and Appeals Policy

Related Forms

- Student-Complaints and Appeals Form

Related Documents

- Student Handbook
- Staff Handbook