

STUDENT CODE OF CONDUCT

YouStudy respects your right to be treated fairly, and to learn in an environment free of discrimination and racial, sexual or other harassment.

YouStudy regards you as an adult capable of reasonable and responsible behaviour and accordingly, you are required to adhere to public laws and our policies and requirements.

If you breach these laws and policies, you may be subject to disciplinary action as determined by the Management of **YouStudy**.

Acknowledgement

It is important to read the Student Code of Conduct and the remainder of this handbook carefully, as you will be required to sign the Acknowledgement Form at the end of the handbook (Appendix A) to show that you have read and understood all of the information provided.

As a student of **YouStudy** you have rights and responsibilities, these are outlined as follows:

Student Rights

You have the right:

1. To be treated fairly and with respect regardless of your background, gender, culture, ethnicity, physical or mental capabilities or any other differences.
2. To learn in a supportive and safe environment, free of discrimination, harassment and violence.
3. To have access to learning and personal support services.
4. To have personal records kept private, subject to statutory requirements.
5. To have access to your personal records on request.
6. To have your existing skills and knowledge recognised.

7. To be given information about assessment procedures at the beginning of your study.
8. To receive regular feedback on your academic progress and encouragement to succeed.
9. To be provided with study materials required for your occupational training.
10. To make a complaint to or about any staff member without fear of reprimand.
11. To have complaints dealt with fairly, promptly, confidentially and without retribution.

Student Responsibilities

You have a responsibility:

1. To treat people fairly and respectfully regardless of their background, gender, culture, ethnicity, physical or mental capabilities and any other differences.
2. To show respect for others by not using offensive language or gestures.
3. Not to display any aggressive behaviour including bullying, harassment and violence.
4. To maintain a required level of attendance and to participate fully in all training activities.
5. To complete all assessment requirements within agreed time allocation.
6. Not to disrupt others in the course of their studies/duties and to provide encouragement and support to other students.
7. To make truthful statements about your identity, financial and personal status, education and employment history.
8. To follow any occupational health and safety practices required (including wearing of protective clothing and equipment and using machinery in accordance with the safety procedures) for any external training.
9. To behave in a manner that will not bring yourself or **YouStudy** into disrepute.



Student Safety Responsibilities

As a student of **YouStudy** you are working in an online environment and are responsible for your own safety at all times, and you should ensure that you study and use technology and equipment in a safe and healthy environment. Should you be on any premises used by **YouStudy** for training, work experience, industry, or work attachment, you have the additional responsibility to:

1. Follow **YouStudy** required Workplace Health and Safety practices. For example: wearing approved clothing, footwear and protective equipment
2. Follow Emergency Procedures as directed e.g. fire, cyclone
3. Follow directions, both written and spoken, given by **YouStudy** staff or the employer
4. Not enter any of these premises with illegal drugs, alcohol, weapons, or be under the influence of drugs or alcohol
5. Use all equipment according to safety procedures
6. Follow student rules and Code of Conduct at all times