

STUDENT CODE OF CONDUCT

Students' Rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Not be harassed, victimized, or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination, and victimization.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimized.
- Have their personal details and records kept private and secure according to our Information Privacy Policy.
- Access the information AGAE holds about them, including those about participation and progress.
- Have their complaints dealt with fairly, promptly, confidentially, and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment, and support services that meet their individual needs.
- Be given clear and accurate information about their course, training, and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to AGAE on the client services, training, assessment, and support services they receive.
- Be made aware of the legislation that impacts them due to their participation in vocational education and training.

Students' Responsibilities

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

- Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others.
- Not harass, victimize, discriminate against, or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to AGAE in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities, and assignments honestly and without plagiarism or collusion with other students.
- Hand in all assessment tasks, assignments, and other evidence of their work with a completed and signed cover sheet.
- Progress steadily through their course in line with the timetable.