AUSTRALIAN INSTITUTE OF TRAINING SOLUTIONS

Student Code of Conduct

Relevant Standards	Linked Documents
Outcome Standards 2025: Quality Areas 1 and 2	• Complaints and Appeals Policy and Procedure • Refunds and Cancellations Policy and Procedure • Child Safety Policy • Work Health and Safety Policy

1. Purpose

AITS is committed to maintaining the highest level of education standards through the preservation of academic integrity. The purpose of this policy is to define guidelines for the development and management of enrolled students.

Each enrolled student has the right to participate in activities free from behaviour that may impair their learning, safety and wellbeing. Each enrolled student is also responsible for ensuring they do not adversely affect RTO property or resources, or the learning, work, safety and wellbeing of any other individual.

2. Scope

The Student Code of Conduct is made available to all prospective and enrolled students. It covers academic misbehaviour as well as general misbehaviour by students enrolled at AITS.

Students who display at-risk behaviours, when identified, are managed through the Students at Risk Policy and Procedures.

All AITS employees must encourage and promote appropriate student behaviour and observance of the Student Code of Conduct. Students are expected to ensure at all times that their actions or inactions as an identifiable student of AITS do not harm, or bring into disrepute, AITS' reputation or good standing.

3. Hostile Students

Where an enrolled student is verbally or physically hostile, whether provoked or not, an AITS employee may reasonably determine, for the safety and wellbeing of the enrolled student and/or other individuals, that the student be removed from the AITS office, classroom or venue. AITS employees may engage law enforcement to assist with such removal, if required.

4. Breaches of the Student Code of Conduct

Where an AITS employee suspects an enrolled student has committed a breach of the Student Code of Conduct, and raising the issue with the student has failed to address the breach (minor breaches only), the staff member must refer the matter to the RTO Manager.

Level of Breach	Description and Examples
Minor breach	Any breach that is not a serious breach and does not materially impact any individual or property. Typical examples include: • occurrences of minor littering; • limited use of profane or cursing language; and • smoking (first offence) at the AITS office or workplace.
Serious breach	Includes any of the following: • a breach of WHS regulations or other relevant legislation; and • systemic breaches of the Student Code of Conduct.
Severe breach	Includes, but is not limited to: • harassment, discrimination, victimisation or bullying, including cyber-bullying; and • property damage or theft.
Extreme breach	Extreme misconduct and/or illegal activity includes, but is not limited to: • physical or serious verbal assault; • threats to personal and public safety; • misuse of AITS property or funds; and • the possession of any form of weaponry on AITS premises, or while on excursions or undertaking work experience organised by the RTO.

5. Addressing a Breach

Where a student has committed a serious breach of the Code of Conduct, they will be consulted by their assigned AITS Trainer/Assessor and Training Coordinator to address the breach, applying privacy and confidentiality.

Where a severe or extreme breach has occurred, the AITS RTO Manager must also be consulted.

A student must be given the option of having one of the individuals named above, a family member or an associate present during the discussion, to act as an advocate and/or observer and support the student to address the breach.

Students under 18 and school-based trainees

- Breaches by students under 18 years of age will be reported to their parents/guardians.
- Breaches by school-based trainees will also be reported to the school's VET Coordinator/Careers Adviser.
- Where a student is under 18 years of age or a school-based trainee, the VET Coordinator/Careers Adviser and the student's parents/guardians must be present during any discussion with the student to address the breach.

6. Penalties for a Breach

All breaches of the Student Code of Conduct are addressed in accordance with AITS by-laws and the Student Misconduct Policy.

A serious, severe or extreme breach may be addressed by applying one or more of the following penalties:

- suspending all or any of the enrolled student's privileges;
- excluding the enrolled student from learning and assessment activities, where practicable;
- withholding the enrolled student's assessment results;
- suspending the enrolled student for a period not exceeding three (3) months;
- expelling the enrolled student from AITS;
- refusing to re-enrol the individual as an AITS student; or
- imposing a fine or penalty on the student, as specified in the by-laws.

Where there are sufficient grounds, the RTO Manager will request that one or more of these penalties be applied. The penalty must be endorsed by the CEO before it is applied.

7. Resuming Study After Suspension or Exclusion

On completion of a suspension or exclusion, the enrolled student, in consultation with their assigned Trainer/Assessor and the relevant individual(s), will determine an appropriate way for the student to resume study. This may include, but is not limited to:

- requiring the student to re-enrol in units that were partially completed before the suspension or exclusion;
- undertaking recognition of prior learning, in accordance with the relevant policies, for any formal or informal learning the student undertook during the suspension or exclusion; and
- arranging for the student to undertake assessments and receive training missed during the suspension or exclusion.

In all cases, the student is responsible for any associated fees related to their course enrolment, as deemed appropriate by AITS.

The academic progress of other students must not be compromised by the method chosen for a student to resume study following suspension or exclusion.

8. Withholding Results

Where an individual is entitled to an award under AITS policies but has not finished serving a penalty issued by AITS, or retains AITS property without lawful reason, the individual's award may be withheld until:

- the penalty is paid or served;
- the property is returned; or
- AITS is reimbursed for the cost of the property.

9. Appeal of Decision

A student may appeal an AITS decision about a breach of the Student Code of Conduct, or the resolution of their grievance. The appeal must be in writing and received by the RTO Manager within seven (7) business days of the individual receiving AITS' decision, penalty or resolution.

Appeals relating to academic misbehaviour or general misbehaviour are reviewed by the RTO Manager, who will make a decision in consultation with the individuals they consider necessary.

A decision on an appeal must be made and communicated to the individual making the appeal within ten (10) business days of AITS receiving the appeal.

Students may also use the AITS *Complaints and Appeals Policy and Procedure*.