

Student Code of Conduct

1. PURPOSE

The Charlton Brown Student Code of Conduct describes the ways in which students participate and grow within the Charlton Brown community. This community includes all students, trainers and staff, visitors and volunteers, and industry partners who offer our students opportunities for vocational practical placement. All students should ensure they are familiar with this Code and apply these principles during their studies at Charlton Brown.

2. CODE OF CONDUCT

As you prepare to enter your chosen profession the principles and practices that are outlined in this code will help prepare you for work. This Code reflects common workplace policies and practice.

The Charlton Brown Student Code of Conduct is based on 6 basic principles for working with others:

- Respect
- Safety
- Fairness
- Privacy
- Diligence
- Honesty

By adhering to these principles, you will contribute to a safe, happy, and productive learning and working environment at Charlton Brown

Respect

Harassment and bullying

- Touching and personal space – *Never touch or close-in on someone's personal space without their permission. This can be considered harassment and may cause discomfort or distress to others*
- Offensive language or gestures – *Take care with the language you use. Different people take offence at different words or gestures. Always communicate in a respectful manner*
- Unwelcome attention (stalking) – *It is natural and normal to seek the friendship of others. If that person does not welcome your advances then you need to respect their decision and stop. It is not acceptable to*

approach, proposition, call or text a person who has indicated that it is not welcome. This is harassment and causes discomfort or distress.

Aggressive or abusive behaviour

- *Physical, emotional or social abuse (including social media) – Under no circumstances should you subject another person to anger, aggression or abuse. This includes physical abuse, emotional abuse such as harsh or cruel words, and includes the use of social media to harass another person.*

Attitude and behaviour

- *If you are to be an effective professional in your field you will need to present a positive attitude and behave appropriately. This can be manifested in many ways including good grooming, professional dress code and the attitude you show as you study or work.*
- *Drugs, alcohol and smoking – All workplaces now have strict drug, alcohol and smoking policies. While studying at Charlton Brown you must never attend class or practical placement while under the influence of drugs or alcohol, you must never bring any illicit drugs to the college or practical placements, and never smoke on any premises or grounds of the College or practical placement.*
- *The use of mobile phones in class or while working on practical placement is a distraction and not professional. Making or receiving phone calls should be restricted to your work or study breaks.*

Equipment and Copyright

- *Equipment and resources – During your study and placement you will be offered an opportunity to use valuable resources and equipment. You must take care to look after this equipment and must never remove any equipment or resource without permission.*
- *Use of computers – Charlton Brown makes computers available to support students while studying. You must never use these computers to view, create or distribute material that could cause offence or distress. This includes inappropriate websites, images and the use of social media.*
- *Intellectual property and copyright – Charlton Brown provides you with learning and assessment materials for your studies. These are the property of Charlton Brown and must not be copied or shared with anyone. You are also required to respect the copyright of any other materials you use in training or on practical placement.*

Safety

Protect health and safety

- *Charlton Brown takes the welfare, health and safety of our staff and students very seriously. All students are provided with a safety orientation and it is your responsibility to follow these guidelines and monitor and report anything that could cause a health or safety risk.*
- *When you attend practical placement, you must make sure you follow the safety policies and procedures that apply at that workplace. Of note is that you should dress appropriately and maintain high levels of cleanliness and hygiene.*

Fairness

Tolerance

- *Every member of the Charlton Brown community, including students must always demonstrate tolerance to everyone they engage with.*
- *At Charlton Brown we value and celebrate diversity and do not discriminate against others on the grounds of sex or gender, health, sexual preference, culture, race or skin colour, religion, marital status, disability, age, political conviction or religious belief.*

Complaints and appeals processes

- *Students who have complaints or concerns should use the Complaints process to have these matters resolved. The Complaints and Appeals Policy is available at the College website: www.charltonbrown.com.au*

Privacy

- *Charlton Brown will protect all the private and confidential information you provide to us, only sharing that information to help with your training or practical placements or where we are required by law to report information.*
- *Similarly, it is your responsibility to protect any private or confidential information you gather about other students or clients in practical placement. You should never share any information unless it is a requirement for study purposes. The Privacy Policy is available at the College website: www.charltonbrown.com.au*

Diligence

- *Attendance and punctuality – You can only learn if you are actively participating in the learning activities, you must be on-time every-time.*

- Quality of work and assessments – *This is your opportunity to build your future. By focusing on your studies, and putting in your best efforts you will get the most from your study investment.*
- Timely submission of assessments – *An important part of successful training is to always complete and submit your work for assessment on time. If you slip behind it makes it increasingly difficult to concentrate on the studies now if you are also trying to catch up. If you hand in your work on time your studies will be so much easier.*
- Seek help and support – *Every student has difficulty from time to time and Charlton Brown is dedicated to giving you every opportunity to succeed. It is important to ask for help if you are having difficulties with your studies. We can't help if you don't ask.*

Honesty

- Communication – *In studies, the workplace and life in general the best and most effective communications are open and honest. This means that you should not only present your views in a courteous and honest way, but also take the time to listen to others.*
- Copying and cheating – *Whenever you submit material you always present your own work, it is a serious breach of the Code to cheat or copy off another student's work.*
- Plagiarism – *Good students research the ideas and work of experts, but it is not acceptable to present their work as your own. If you copy the work of other sources you must acknowledge and reference their authorship. (if you are unsure, ask your trainer).*
- Colluding – *Most of the assessments at Charlton Brown are undertaken as individual work. It is only appropriate to work on assessments as a group if the trainer instructs you to work in groups. If you do undertake a group activity make sure you identify your answer as "group work".*

3. CONSEQUENCES OF CODE BREACHES

The Student Code of Conduct is primarily a guide for students, however serious breaches by students may require further action.

Where a breach of this Code has implications for the student's ability to complete their studies and prove their competency or when their behaviour impacts on the ability of other students' ability to study, they will receive a warning if the code is breached. Serious and repeated breaches may result in the student's enrolment being cancelled. Where a student's enrolment is cancelled because of a Code of Conduct breach, no tuition fees will be refunded.

Students who receive warnings for Code breaches have the right to appeal and this will be reviewed by Charlton Brown Executive Management. Further rights to appeal are available under the law.

4. OTHER RELEVANT CHARLTON BROWN POLICIES

Students are encouraged to read this policy in conjunction with other relevant Charlton Brown policies, including:

- *Workplace Health and Safety Policy and Procedures*
- *Complaints and Appeals Policy*
- *Privacy Policy*
- *Student Handbook*

5. MORE INFORMATION

If you have a query about this Student Code of Conduct or need more information please contact:

Amina Jackson
General Manager – Operations
amina@charltonbrown.com.au

6. APPROVAL AND REVIEW

This Student Code of Conduct was approved and endorsed by Charlton Brown management on 09 February 2017. The Student Code of Conduct is scheduled for review every two years. However, Charlton Brown management will make necessary changes to the Code to reflect changes in legislative, operational and governance requirements as required.