



STUDENT CODE OF CONDUCT

Overview

South Metropolitan TAFE (SM TAFE) is a respectful and inclusive adult learning environment. The Student Code of Conduct outlines the expected standard of behaviour for all students. It is a condition of enrolment that students must adhere to the Student Code of Conduct. The Student Code of Conduct is to be made available to all prospective and enrolled students. The Student Code of Conduct applies to all students enrolled at SM TAFE while on SM TAFE campuses, on work placement, accessing college networks/electronic environments and at all other times when identifiable as a student of SM TAFE.

Principles

SM TAFE is committed to creating engaging and effective learning opportunities for all students and providing inclusive and safe spaces for all students to learn. Every student has the right to a learning environment that is free from bullying, intimidation, discrimination, and harassment.

All staff and students have the right not to be subjected to racism or discrimination, included that based on sex, race, religion, disability, sexual orientation, or gender identity.

All students are required to engage in respectful relationships with staff and with other students and with members of the public who use our training facilities including but not limited to our live works facilities such as our training restaurants, hair, beauty or massage clinics, bakery and café services, pet grooming clinic or VET clinic or any other facility.

Standards of Behaviour and Engaging with Others

SM TAFE students will:

- Take responsibility for their own actions and ensure they always act in a respectful manner which supports the dignity, safety and wellbeing of others.
- Interact fairly and in good faith with others, respect differing personal viewpoints, including cultural or religious perspectives.
- Conduct themselves in a professional manner while undertaking industry and work placements or other practice-based experience and respect the confidentiality of any information made available to them as part of their practical learning activities.

Unacceptable Behaviour

Conduct, which constitutes a danger to anyone's health, safety, or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, victimisation, or bullying (including cyber-bullying), possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach of SM TAFE's By-laws. This applies not only in classrooms and/or online classes, but in all parts of SM TAFE activities, during field trips or excursions, or on work placements in industry.

Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, and offensive or which unreasonably disturbs other groups or individuals is prohibited.

SM TAFE students will not:

- Engage in behaviour that is discriminatory, intimidating, harassing, sexually harassing, bullying (including cyber-bullying), or engage in any form of interpersonal, psychological, sexual or physical violence.
- Behave in a manner which is abusive, indecent, excessively noisy, disorderly, dangerous or which unreasonably disturbs other groups or individuals
- Use inappropriate language
- Behave disruptively in a class – either on campus or online
- Unreasonably disrupt, interfere, or undermine college activities or hinder members of staff from fulfilling their duties.
- Interact or corresponded with others in a manner that is vexatious. This may include repetitive or burdensome communication with an employee or employees of SM TAFE over matters that are considered resolved, are subject to review or appeal, have been previously the subject of a feedback (complaints) process, or have been addressed in previous communication.
- Engage in communication, including digital and social media, written or otherwise, that may be damaging to the reputation or welfare of others.
- Use a mobile phone during class time that results in disruption to the lesson or is inappropriate. This includes but is not limited to unauthorised recording of dialogue, taking of photographs or filming without permission or authorisation.

Criminal Behaviour

Students engaging in criminal behaviour while on campus or undertaking online study will be referred to the appropriate law enforcement agency.

Work Health and Safety

SM TAFE is committed to promoting a safe and healthy work and study environment and recognises its obligation under the Work Health and Safety Act 2020 (WHS Act) to, so far as practicable, provide and maintain a working environment where its workers, students, contractors, and visitors are not exposed to hazards.

The WHS Act requires individuals to take responsibility for contributing to their own safety in all circumstances. Students must ensure they are familiar with and abide by any safety and health procedures and instructions and comply with these. Students should report all potential hazards, incidents, and injuries.

Personal protective equipment (PPE) is anything used or worn to assist to reduce health and safety risks. If required by the course, students will be required to purchase and wear PPE, as directed by staff.

Further information for students can be found at: <https://www.southmetrotafe.wa.edu.au/safety-and-health>



Dress Standards

Students are expected to dress in a manner that is neat, clean, and safe at all times, as would be expected in the workplace. Students are expected to wear any personal protection equipment (PPE), or other attire required by your course (such as uniforms) or mandated by the college.

Alcohol and Drugs on College Premises

Students are not allowed on SM TAFE premises or to use its facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on college premises is forbidden and any criminal behaviour will be referred to the appropriate law enforcement agency.

Smoking on College Premises

SM TAFE premises are 'smoke free.' This includes but is not limited to all owned or leased buildings, structures, outdoor areas, grounds, car parks and vehicles. Smoking in public places is restricted by law.

Smoking/vaping is forbidden throughout SM TAFE premises and facilities, including all outdoor areas, and areas immediately outside entrances to SM TAFE campuses. This includes the land area up to college boundaries and 5 metres from any building entrance or 10 metres from any air intake for ventilation equipment such as air conditioning systems or windows.

Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances are not permitted to be used in any area where smoking is restricted. This is regardless of the substance included in the vaporising liquid.

Misuse of College Property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property is a violation of the Student Code of Conduct.

Personal use of Websites, Social Media Sites and Posts

SM TAFE students can post to or create social media sites or websites for personal use so long as such social media sites or websites are not construed as official SM TAFE Facebook groups, social media sites or websites.

When posting to or creating social media sites or websites for personal use, SM TAFE students must ensure that content is not defamatory or damaging to the wellbeing of SM TAFE, its Governing Council, employees, students, or stakeholders. Students are personally liable for their posts and the social media sites they create.

Any posts that contain defamatory or negative comments aimed at damaging SM TAFE's reputation or the reputation of its staff that are identified as having been made by a student will be noted on that student's record and deemed as a breach of the Student Code of Conduct. Sanctions may be imposed.

Minors on Campus

While SM TAFE is an adult learning environment, the college does have a population of minors. Students of all ages are expected to behave in a manner reflective of an adult learning environment.

If you are the subject of a court order which may impact your capacity to be in an environment with minors, you are obliged to report this to the college. This is to ensure the college can manage any limitations that this court order may impose on your study at SM TAFE, and to ensure the college can provide a child-safe working and learning environment. Failure to report a court order may be seen as a serious breach.

Work Placements and Confidentiality

Students may be required to attend practical work experience placements as part of their studies. Students are expected to represent SM TAFE in a responsible and professional manner.

In the course of these placements, students may become familiar with information that is confidential to that workplace/employer. Students must keep this information confidential and not divulge any information from the workplace/employer as a result of a placement.

Copyright

Students may only copy materials in accordance with the Copyright Act 1968 and must comply with licences for the use of intellectual property, including software. Students are not permitted to upload, share, or distribute college learning resources to another party.

Academic Participation and Progress

SM TAFE is an adult learning environment. Students are expected to:

- Take responsibility for their own learning by participating in and attending classes (whether on campus or online)
- Attend all classes, arriving to class on time and staying for the duration of the session
- Stay self-motivated and take responsibility for their own academic progress including seeking support from lecturers or the Student Support area
- Engage positively with lecturers and other students, contributing positively to the academic and learning environment
- Stay up to date with course information and requirements, including any course changes
- Submit all assessable work on time and to the standard required
- Ask for help when needed.

Academic Integrity

Academic integrity is about honesty, fairness, trust, and responsibility. All SM TAFE students are part of the college academic community and are expected to uphold academic integrity during their studies. Actions that undermine academic integrity can affect a student's reputation both during their studies and in the future.

Breaching academic integrity is known as 'academic misconduct'.

Academic Misconduct

At SM TAFE a student's work must be their own and be underpinned by integrity – acting ethically, honestly and with fairness. A key pillar of assessment within the vocational education and training system (VET) is authenticity – that is, all assessments submitted must be the student's own work.

Engaging in academic misconduct includes acting dishonestly or unfairly in connection with any college examination, course work, assessment or test, or the preparation of any report or other work.

Academic misconduct includes, but is not limited to:

- Cheating (gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment),
- Collusion (two or more students exchange or share work and claim it as their own individual effort)
- Plagiarism (taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source). Plagiarism includes using generative AI (such as ChatGPT, Bard, DALL-E) without acknowledging the source.

Falsification of Academic Records

Misrepresenting data within an assessment or within your course work is academic fraud and is considered misconduct. Examples include:

- Fabrication - making up results and reporting them
- Altering an academic record to falsify the outcome.

Academic Misconduct 'Other'

Academic dishonesty that does not fall into other misconduct categories include:

- Falsifying medical certificate or evidence for assessment extension
- Falsifying evidence for claiming fees refund or fee concession.

Compliance with South Metropolitan TAFE Policies

Students must respect SM TAFE's college policies, governance and procedures and respond positively to any reasonable direction given by persons who are authorised to give such directions.

Students should familiarise themselves relevant college policies including but not limited to:

- Student Acceptable Use Policy: Policy number IS14
- Student BYOD Policy: Policy number IS15
- Complaints and Feedback Policy: Policy number PL04
- Academic Appeal Policy: Policy number QD10

Penalties

Behaviour contrary to the Student Code of Conduct often also constitutes a breach of SM TAFE's Bylaws. There are a number of penalties that can be imposed on people who breach the Institute's Bylaws including warnings, suspension, expulsion or other exclusions, and withholding results.

Students should appreciate that serious offences such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion. These penalties may be applied immediately, impacting on a student's ability to continue or complete their studies.

For minor breaches of the Code of Conduct students will likely receive a warning with the requirement for a change of behaviour. This may be a verbal reminder of the expected behaviour or an official written warning.

Penalties may be applied, including suspension, for consistent minor breaches of the Code of Conduct. Students may be asked to engage in a Behaviour Management Plan should there be repeated breaches of behaviour inconsistent with the Student Code of Conduct.

External authorities, such as the police, may be involved, in addition to any action taken under the bylaws, where a student's conduct breaks the law.

Further Assistance

If students have concerns about any aspect of our service, or suggestions about improving services, SM TAFE want to know about them. This can be done by completing a feedback form available on our website or filling in a form at the Client Services area.

Library Services

SM TAFE Library Service website has a range of Study Guides, referencing and plagiarism guidelines and a self-paced referencing course that is free for students. There are also a range of free resources for students on academic writing.

<https://guides.dtwd.wa.gov.au/smtafe-libraryservice>

Student Hub

All students have access to the SM TAFE's online Student Hub. The Hub contains a range of resources to support students while at SM TAFE including information on Student Support Services, policies and procedures, and free support sessions and services.

Student Support Services

SM TAFE has a variety of free student services that all students can access. The Student Support team also has dedicated services to support Aboriginal and Torres Strait Islander students, students with a disability and our international student cohort. Further information on these services can be found on SM TAFE's website and the Student Hub.