

 GRAYCLAY Standard Operating Procedures	TA 3.2 Subject: Participants Code of Conduct Date Revised: 9/11/2017
Standards for RTO, Student Handbook	Revised by: RTO Officer Approved by Grayclay Director

1.0 Purpose

- 1.1** To ensure course candidates are provided with clear sufficient information regarding their responsibilities whilst undertaking training at Grayclay.

2.0 Scope

- 2.1** This policy applies to all candidates involved in Grayclay Training and Assessment.

3.0 Responsibility and Authority

- 3.1** It is the responsibility of Grayclay to provide information **prior** to course enrolment regarding the manner of conduct that is expected of participants. This information is communicated with the Grayclay student handbook.
- 3.2** It is the responsibility of all candidates to complete an Enrolment Contract. By signing this form, the candidate has read, understands and agrees to comply with Grayclays policies and procedures as outlined in the Student Handbook.

4.0 Procedure

4.1 Participant Behaviour

- 4.1.1** Grayclay expects participants to conduct themselves in a professional manner befitting of the organisation.
- 4.1.2** Grayclay is committed to providing a supportive training environment conducive of learning and expects course participants to respect the principle by refraining from disrupting training and assessment sessions in anyway.
- 4.1.3** It is expected that participants attend all training sessions punctually and sign the attendance sheets provided.
- 4.1.4** Participants shall not take part in any activity, illegal or otherwise, that brings the organisation into disrepute whilst on Grayclay premises.
- 4.1.5** Grayclay requires participants to behave in a professional and respectful manner at all times. This includes respecting the learning styles and varying abilities of other participants.
- 4.1.6** Grayclay does not tolerate any form of discrimination or harassment and has implemented the Anti-Discrimination and Sexual Harassment policy HR2.1. Participants must comply with this policy and ensure they refrain from any behaviour that may discriminate or harass other participants or Grayclay personnel.

4.2 Workplace Health and Safety

- 4.2.1** Candidates have an obligation to comply with Workplace Health and Safety regulations and must ensure they act in a manner that does not endanger the health and safety of themselves or others as outlined in the Work Health and Safety policy HR2.2.
- 4.2.2** Candidates must comply with the safety directives provided by Grayclay personnel and must not interfere with any item or process provided in the interest of Grayclay Work Health and Safety.
- 4.2.3** Candidates must respect the training and assessment environment and comply with good housekeeping principles.

4.3 Property

- 4.3.1 Candidates are expected to respect the property of Grayclay and other course participants and treat all property with due care.
- 4.3.2 Removal of any Grayclay property from designated areas without prior permission is forbidden and may be viewed as theft, resulting in possible disciplinary action.

4.4 Change of Personal Details

- 4.4.1 Candidates are required to advise Grayclay if any of their personal details have been changed after enrolment in writing to Grayclay administration.

4.5 Copyright

- 4.5.1 All educational resources require written permission prior to reproducing in any format, educational or proprietary materials for reasons other than individual educational purposes.

4.6 Plagiarism

- 4.6.1 Plagiarism is defined as using the words or ideas of others and presenting them as your own. This is an activity that Grayclay strictly forbids.
- 4.6.2 Plagiarism can take many forms from deliberate cheating to accidentally copying from a sources without acknowledgement. Material can be integrated from another source into a candidate's assessment by summarising and paraphrasing. This offers an alternative to using a direct quote.
- 4.6.3 When undertaking assessment, candidate's must acknowledge the source of all ideas and words that are not their own.
- 4.6.4 If a candidate is in any doubt whether something constitutes plagiarism, their Trainer, Assessor or Facilitator is to be consulted.

4.7 Drug, Alcohol and other prohibited items.

- 4.7.1 Grayclay prohibits the possession or consumption of alcohol and illegal drugs and the possession of forbidden or dangerous articles on Grayclay premises or whilst undergoing training and/or assessment.
- 4.7.2 For the purposes of health, safety and the environment, Grayclay restricts smoking to designated areas only.

4.8 Misconduct

- 4.8.1 Misconduct of a candidate in a training context is any behaviour which;
 - 4.8.1.1 Disrupts the learning of others
 - 4.8.1.2 Brings the organisation into disrepute
 - 4.8.1.3 Prevents trainers and assessors from performing their duties
 - 4.8.1.4 Endangers the health and safety of other course participants, Grayclay personnel or clients.
 - 4.8.1.5 Interferes with the conduct of Grayclay training and assessment operations
 - 4.8.1.6 Breaches the requirements defined in this policy.
- 4.8.2 Examples of misconduct may include:
 - 4.8.2.1 Defacing training equipment or venues
 - 4.8.2.2 Stealing whilst on course
 - 4.8.2.3 Refusing to meet a safety instruction from a course trainer or assessor
 - 4.8.2.4 Cheating on an assessment
 - 4.8.2.5 Plagiarising another person's work
 - 4.8.2.6 Verbally or physically abusing Grayclay personnel or clients
 - 4.8.2.7 Carrying a weapon
 - 4.8.2.8 Drinking alcohol or taking illegal drugs during course break times.

4.9 Disciplinary Action

- 4.9.1** Any candidate suspected of, or proven to be in breach of any of the requirements of this policy will face disciplinary action.
- 4.9.2** The type of disciplinary action appropriate for the breach will be determined by the RTO Officer depending on the severity of the activity engaged in . This may include immediate suspension or termination of studies without refund or credit of course fees.
- 4.9.3** Serious misconduct or illegal activities carried out by any participant will be referred to the police.

4.10 Complaints and Appeals

- 4.10.1** If a candidate believes that the severity of disciplinary action taken by Grayclay is unjustified or inappropriate they may choose to access the **Complaints and Appeals policy TA3.3.**

5.0 Related and Support Documentation

Standard Operating Procedure

HR1.5 Operations Breach

TA3.3 Complaints and Appeals

Forms

TA301 Complaint and Appeals