



Code of Conduct - Students

Code of Conduct - Students

Performance Education (PE) employs a strict code of conduct for all students and staff and upholds these standards at all times. Students are made aware of this policy at Orientation, by their Trainers at the start of each subject, and it is accessible on their Student Portal.

Student Conduct

Students enrolled at Performance Education are entitled to;

- Engage in learning in a safe environment;
- Engage in learning in an equal opportunity environment;
- Develop their maximum potential.

In preparation for the workplace, PE expects all students to conduct themselves professionally and in line with Australian workplace expectations.

To achieve this, students must engage in professional conduct in the classroom, as well as while on PE premises or during their WIL placement.

What is acceptable professional conduct at PE and in the Australian workplace?

Professional conduct includes but is not limited to:

- ✓ Interacting respectfully with fellow students, PE team members and host companies;
- ✓ Constructively and tolerantly sharing opinions and points of views;
- ✓ Actively listening to and being receptive to advice;
- ✓ Working cooperatively to solve problems;
- ✓ Speaking calmly and politely;
- ✓ Speaking English at all times on campus to promote inclusiveness;
- ✓ Respecting cultural diversity and not discriminating against others for their beliefs, nationality, religion, age or gender;
- ✓ Arriving punctually to class or WIL placement and not leaving before scheduled time, unless by prior arrangement with trainer, PE and host company;
- ✓ Cooperating, participating and engaging in classroom learning and WIL placement;
- ✓ Not engaging in behaviour that may be distracting to fellow students, trainers or host colleagues;
- ✓ Arriving prepared for class or WIL placement by bringing all relevant materials and stationery;
- ✓ Ensuring deadlines for assessment and WIL tasks are met.

These types of behaviours demonstrate to PE, the Host Company and potential future employers that students are ready to enter the workplace and understand the standards required of them when communicating and interacting with colleagues.

Whether a student, team member or visitor, we all have the right to feel safe at Performance Education.

What is unacceptable behaviour at PE and in the Australian workplace?

Unacceptable behaviour includes but is not restricted to:

- ✘ Threatening Behaviour - this is defined as an expressed or implied threat to interfere with an individual's health or safety, or with the property on PE premises belonging to others, which causes reasonable apprehension or fear that such harm or injury is about to occur. Examples of threatening behaviour include but are not limited to:
 - Direct or indirect threats of harm or injury
 - Words or gestures which create a reasonable fear of harm or injury
 - Prolonged or frequent shouting which creates a reasonable fear of harm or injury
 - Stalking an individual
 - Verbal or written abuse
- ✘ Violent Behaviour – this is defined as the use of physical force or violence to inflict harm to others, to endanger the health or safety of another person or the property of PE or property on PE premises belonging to others, or restrict the freedom of action or movement of another person. Examples of violent behaviour include but are not limited to:
 - Unwelcome physical conduct
 - Slapping, punching, striking, pushing, or otherwise physically attacking a person
 - Throwing, punching, or otherwise handling objects in an aggressive manner
 - Being in possession of, use or carriage of a weapon
 - Physical, verbal, written or electronic assault
 - Sexual assault
 - Racial assault
- ✘ Consumption of alcohol on our premises or WIL placement;
- ✘ Use of prohibited or illegal substances on our premises or WIL placement;
- ✘ Speaking any language other than English whilst on campus;
- ✘ Ongoing disruptive behaviour, for example:

- Taking personal calls during class
- Sending/receiving personal text messages during class
- Leaving and re-entering the classroom during sessions for anything other than emergencies
- ✘ Theft from staff, students or college property
- ✘ Bullying – excluding someone from activities, humiliation, intimidation, sabotage, or practical jokes;
- ✘ Discrimination – age, disability, sexual orientation physical features, pregnancy, race, religion, gender identity;
- ✘ Deliberate damage to the property or equipment of Performance Education including resources and writing on class desks;
- ✘ Arson of property of Performance Education;
- ✘ Unlawful use of IT, including but not restricted to the:
 - download or creation of unacceptable material (films, music, pornography, videos)
 - harassment of other persons
 - copying, printing, or downloading software, data, or other material protected by copyright (unless permission granted)
 - damage to computer hardware or software
 - unauthorised access to school's computer resources, files, etc.

Behaviour that is considered unacceptable will result in action being taken in accordance with the Student Disciplinary Procedures.

Computing and mobile phone device usage (BYOD)

- All students are expected to bring a computing device to class on specified days.
- The device must be a personal device of the students' own choosing and ownership and capable of creating and saving MS Word (.docx) and MS PowerPoint documents.
- Students must follow their trainers' instructions regarding appropriate use of the device during class time.
- The primary purpose of the device is educational and will be limited to relevant class activities (cannot be used for private web surfing, social media, video streaming, etc.)

Mobile phone usage:

Use of mobile phones in class is to be limited to:

- PY-curriculum and learning-related purposes, for example, OWL assessment checks and relevant internet searches;
- the receipt of messages in case of an emergency.

In summary;

- All devices must be silenced, and preferably switched off during classes;
- Students are required to make prior arrangements (in advance of the class starting) with their trainer if they wish to leave their mobiles on;
- Use of mobiles in class should be limited to the receipt of messages for work-, health-, family- or childcare-related emergencies only;
- Receiving or making calls in class is strictly forbidden;
- Leaving classes early to take calls of a non-emergency nature will result in the student being marked absent for that session;
- Trainers may confiscate a student's device for a class period if he/she consistently contravenes agreed usage conditions and becomes disruptive to teaching.

Cleanliness and Hygiene

Employees in the Australian workplace are expected to demonstrate attention to personal hygiene for their own comfort and that of others. PE has the same expectation of both students and staff.

Campus bathrooms are cleaned twice daily and we appeal to students and staff to leave them in the same clean and neat condition they found them in.

Classroom Use Etiquette

Staff and students are expected to leave classrooms in the neat, clean condition they find them in.

Students are requested to:

- Remove notes, learning material, texts, etc. from the classroom;
- Refrain from eating in or leaving litter in classrooms;
- Place all drink containers, wrappers and other rubbish in the bins provided;
- Neatly push in chairs and/or return tables to their original position before leaving at the end of the day.

Disciplinary Action

PE has the right to impose disciplinary action on students for not complying with the professional and safety standards as set out in this policy or for engaging in any unacceptable behaviours.

As per the Terms & Conditions signed at enrolment:

“I understand that if my behaviour is deemed unacceptable by Performance Education, including but not limited to not following the Student Code of Conduct or acts of Plagiarism, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.”

Students and Trainers who experience, observe, or have knowledge of unacceptable behaviour are expected to report this behaviour according to the below protocol:

Reporting Protocol:

As regards general classroom behaviour e.g. disruptive behaviour, use of mobile phones, punctuality, using languages other than English, being disrespectful to fellow students etc., the student should report this directly to the Trainer.

The Trainer has the right to respond and take appropriate classroom management action by:

- Giving the student a first warning that they may be removed from class for that session
- Giving the student a second warning that they will be removed from class for that session/day and marked absent. After which the trainer will inform a Program Manager (Academic Manager, Program Manager or DoS) of the situation and direct the student to speak with the manager, who will reiterate the outcome should the behavior continue.
- If there is no change in behaviour, removing that student from a session/day and marking them absent.
- Reporting this to the appropriate Program Manager to monitor

As regards more serious threatening or violent behaviour – the student should report this directly to the Trainer and Program Managers as soon as possible so that effective action and review can be taken. The Trainers and Program Managers are obligated to act on knowledge of any threatening or violent incident. Program Managers are obligated to report knowledge of an incident to senior management and Leadership Team.

An impartial and prompt investigation of the allegations will be made as confidentially as possible.

All parties are expected to cooperate in any investigation. A timely resolution of each report will be reached and communicated to all parties as soon as possible.

Should an investigation determine that there has been serious misconduct, the student's enrolment may be cancelled immediately. In addition, certain violence-related behaviour is prohibited under criminal or civil law. If the allegation is proven, a case of violent-related misconduct will be reported to the Police.

If an allegation is found to be false or vexatious the complainant could also be subject to disciplinary action.

Any form of retaliation against any person for making a report concerning threatening or violent behaviour is prohibited and should be reported directly to the Trainer and/or Program Managers.