

STUDENT CODE OF CONDUCT POLICY



Date of Implementation: 03 June 2025

Authorisation: Chief Executive Officer

PURPOSE

This policy affirms Lead Institute's belief in responsible social and ethical behaviour from all students. This policy clarifies the standards of behaviour that Lead Institute expects of all students.

PRINCIPLES

Our students contribute to the success of our organisation. Lead Institute fully endorse that all students are not deprived of their basic human rights. Furthermore, our students have an obligation to the Business, our Stakeholders and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine business and student trust.

POLICY

Our Student Code of Conduct Policy applies to all students. The Student Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

All students are expected to abide by this Code of Conduct during their participation in their course with Lead Institute. Students who do not abide by this Code of Conduct may be subject to disciplinary procedures.

STUDENTS' RIGHTS

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Lead Institute holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Lead Institute on the student services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

STUDENTS' RESPONSIBILITIES

All students, throughout their training and involvement with Lead Institute, are expected to:

- Treat all staff, students and children with courtesy, respect and dignity and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.

- Follow all safety policies and procedures as directed by staff.
- Read and comply with Lead Institute's Policies and Procedures
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Use all learning and support resources and facilities, including IT resources in a manner that does not impede learning, or the learning of other students
- Avoid interfering, or disrupting any training, teaching, learning, assessment, or any other academic activity of Lead Institute
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Lead Institute in a timely manner.
- Approach their course with due personal commitment and integrity.
- Meet all course requirements to the best of their abilities relevant to the education and training undertaken with Lead Institute, which includes regular attendance and engagement in learning, academic activities, and meeting the course assessment timelines
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Conduct themselves in a professional manner whilst undertaking vocational placement or other forms of industry related training and assessment activities
- Notify Lead Institute if any difficulties arise as part of their involvement in the program.
- Ensure that Lead Institute's reputation is not adversely affected
- Comply with all reasonable directions given by Lead Institute staff and trainers/assessors
- Make payments for their training within agreed timeframes, where relevant.

Any student, who in good faith, raises a complaint or discloses an alleged breach of the Student Code of Conduct Policy, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Lead Institute expects co-operation from all students in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any student in breach of this policy may be subject to disciplinary action, including withdrawal from course of study.

Should a student have doubts about any aspect of the Student Code of Conduct, they must seek clarification from their Trainer/Assessor or the Operations and Quality Assurance Manager.

STUDENT CODE OF CONDUCT AND LEGISLATION

This Student Code of Conduct is informed by the following pieces of legislation, which all students must comply with.

COMMONWEALTH

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Disability Discrimination Act 1992 – Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

QUEENSLAND

- Anti-Discrimination Act 1991
- Education and Training Legislation Amendment Act 2009
- Fair Trading Act 1989
- Information Privacy Act 2009
- Right to Information Act 2009
- Work Health and Safety Act 2011

PUBLICATION

This policy is available through publication on the website, www.leadinstitute.edu.au and in summary within the Student Handbook.

RELATED DOCUMENTS

SUPPORTING DOCUMENT Continuous Improvement Register

SUPPORTING DOCUMENT Complaints and Appeals Form

ASSOCIATED POLICIES AND PROCEDURES

POLICY AND PROCEDURE Complaints and Appeals

POLICY AND PROCEDURE Reasonable Adjustment

POLICY AND PROCEDURE Access and Equity

RESPONSIBLE OFFICER

The responsible officer for the implementation and training for this Policy and Procedure is the Chief Executive Officer and Operations and Quality Assurance Manager.

AMENDMENTS

VERSION HISTORY		
Version	Date	Descriptor
V1.0	1 March 2024	Newly developed policy
v2.0	3 June 2025	Annual review conducted

AUTHORISED BY

Title: Operations and Quality Assurance Manager

Date: Authorised: 3 June 2025

