**ARC Training Student Code of Conduct**

**Responsible Behaviour**

ARC encourages a responsible approach in the provision of education and training services and assessment of students. Our aim is to ensure the safety and welfare of students, staff and guests. Students are asked to act in a mature and responsible manner while attending training at any of the ARC Training facilities.

**Conduct**

Students are expected to act in a courteous and orderly manner at all times when attending training courses. All ARC trainers, staff and students will be treated with respect and courtesy. Students are encouraged to allow fellow students the freedom to study and learn at their own pace. ARC training expects that students will also respect the facilities, equipment and the property of other students or staff. Inappropriate conversations or behaviour that are offensive to other students or staff will not be tolerated within an ARC Training venue.

**Access and Equity**

ARC Training provides all learners equal opportunity to commence training and be successful in their learning. ARC promotes equal participation of students in its courses and encourages a learning environment free of discrimination and harassment.

**Bullying and Harassment**

Harassment is any conduct(verbal, written or physical) which is unwanted, unwelcome or can be offensive. Any bullying or harassment in a training room or ARC Training facility, either face to face, by telephone, via text messaging or in any social media platform will not be tolerated. Bullying behaviour includes:

* Loud and abusive language
* yelling and screaming
* unjustified criticism
* humiliation, belittling or undermining of others

ARC Training takes a zero tolerance approach to any bullying or harassment.

**Computer and Technology Policy**

When utilising ARC equipment, computers or other technology, students must ensure they follow the instructions of the trainer or staff member. Students are not permitted to download, delete, copy or move files from the computer system unless directed by a trainer/staff member. It is unacceptable to either; view any websites that may be discriminatory and/or contain offensive or pornographic material; or download any material from offensive websites.

**Cheating and Plagiarism**

Plagiarism is to present someone else’s work or ideas as your own, without their consent. When participating in training and assessment, students must submit their own work. If it is not your own work or you have copied or obtained it from other sources, you must acknowledge the source of your research. Plagiarism is a form of cheating and is unacceptable behaviour.

**Commenting on Social Media**

While you are enrolled as a student at ARC training, we ask that you do not go to social media platforms such as Facebook if you have a problem. Please come to us first - we can assist you to find a solution or provide extra assistance, if needed. Students are asked to not comment about bad publicity or make public comments that may damage our company. ARC Training have a Complaints Policy and Procedure that will help you find a solution to your problem. All complaints are taken very seriously and investigated. If you do experience any problems, please speak to your trainer first, otherwise contact the Student Officer at ARC head office.

*It is against the ARC Student Code of Conduct to use any form of social media for public comments that may be damaging to our training company. Students who do not comply with this condition may be suspended or withdrawn from the training course*

**Work, Health and Safety**

ARC Training is committed to promoting a safe and healthy work and study environment and recognises its obligation under the *Work Health and Safety Act 2011 (QLD),* the *Work Health and Safety Act 2011 (Commonwealth)* and other relevant legislation. Students have a “Duty of Care” and are required to:

* share the responsibility for safety and health in the training facility
* take reasonable care at all times of themselves and others
* co-operate with ARC training staff
* report any accidents, incidents or hazards to ARC training staff

**Personal Protective Equipment**

Students must wear personal protective clothing and equipment when instructed to do so in designated training or work areas. There are mandatory safety regulations in some areas. Students must wear appropriate footwear suitable to the area of study or work at the ARC Training facility or whilst completing a work placement. *Any student failing to comply will be refused entry to the training facility or work area.*

**No Smoking Policy**

Smoking is not permitted inside any ARC Training Facility, Training Room or office area. Students wishing to smoke must do so outside. Please follow the instructions of the Trainer or staff for the location of the designated smoking area.

**Drug and Alcohol Policy**

The health, safety and well-being of all staff, students and guests is important to ARC and we are committed to protecting the work and study environment. Alcohol and drug abuse pose a significant threat to others and ARC Training will not tolerate any drugs or alcohol being on our premises during the delivery of training or when students are attending a work placement.

The possession of unauthorised substances or alcohol by students or other individuals on the premises is strictly forbidden. Students, their guests or other individuals found to be under the influence of alcohol or any unauthorised substance will be immediately asked to leave the premises and the police will be notified. *This may also result in the student being withdrawn from the training course.*

**Unacceptable behaviour**

Unacceptable behaviour is any conduct which disrupts other students, ARC trainers, contractors or staff at any of the ARC Training Venues. Students participating in a work placement must ensure that their behaviour is not disruptive to employees while they are attending the work placement site. *Any group or individual behaviour which is abusive, indecent, violent, unruly, disorderly, dangerous, offensive, or which unreasonably disturbs others, may be considered unacceptable and may result in the student being withdrawn from the training course.*