



Australian College of Culinary and Management

ACCM

Australian College of Culinary and Management Pty Ltd (ACCM)

RTO-45886-CRICOS-04038J

Student Code of Conduct	
ESOS/NCP	<ul style="list-style-type: none"> ● ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students ● National Code 2018: Standard 3
SRTOs 2015	<ul style="list-style-type: none"> ● Standards 5.2 (e) ● http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html
Legislative Context	<ul style="list-style-type: none"> ● National Vocational Education and Training Regulator Act 2011 (Cth) ● Standards for Registered Training Organisations 2015 ● Commonwealth Human Rights and Equal Opportunity Commission Act 1986 ● Commonwealth Disability Discrimination Act 1992 ● Commonwealth Disability Standards for Education 2005 ● Equal Opportunity Act 1995 ● Overseas Students Ombudsman at Website: http://www.oso.gov.au
Related Policies and forms	<ul style="list-style-type: none"> ● Student Handbook ● Plagiarism and Academic Misconduct Policy and Procedure ● Student Complaints and Appeals Policy and Procedure ● Complaints and Appeals Form ● Student Intervention Strategy Form

Table of Contents

1. Policy:	3
2. Purpose:	3
3. Scope:	3
4. Definition:	3
5. Requirements:	3
5.1 Compliance with all ACCM policies, procedures and quality initiatives	3
5.2 Student Obligations	3
5.2 Unacceptable Student Behavior:	3
5.3 Integrity in Academic Works	4
5.5 ACCM Resources	4
6 ACCM'S RESPONSIBILITY	5
7 BREACH OF CODE	5

1. Policy:

ACCM RTO 45886-CRICOS-04038J committed to providing a safe, supportive, collaborative, and positive learning environment to all the students.

2. Purpose:

The purpose of the student code of conduct is to set out the expectations of students with respect to their academic and personal conduct and outlines student's responsibilities.

3. Scope:

This code applies to all the current and prospective student of ACCM

4. Definition:

RTO Students: Means all students of ACCM

The Code: The Student Code of Conduct

5. Requirements:

5.1 Compliance with all ACCM policies, procedures and quality initiatives

All students are required to observe and comply with all the policies, procedures, guidelines, directive, and quality initiatives at all times during their enrolment at ACCM.

5.2 Student Obligations

ACCM expects its student to;

- Understand the ACCM's rules and policies affecting them and comply with this Code of Conduct at all times;
- Treat all ACCM staff, other students, and visitors to ACCM with courtesy, tolerance and respect;
- Ensure their contact details are up to date and that they regularly read all the communications and emails sent to their provided email;
- Identify themselves when required to do so by a ACCM staff member and produce their student card on request to a ACCM staff member fulfilling the requirements of their duties;
- Treat other students and staff with respect so as not to compromise their health, safety, privacy and welfare;
- Abstain from bullying, harassing, and any other unlawful activity or Unacceptable Student Behaviour whilst on campus or when representing ACCM in an activity or an event, including the online environment;
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being;
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
- Adhere to course requirements and classroom norms established in class;
- Ensure to attend the Course Progress and Intervention meetings;
- Make timely payment of any fee, charge or penalty imposed by ACCM; Ensure their actions or inactions as a student do not harm, or bring into disrepute, ACCM's reputation or good standing;
- Ensure to respond to and invitations to attend meetings and the requirement to attend meeting when contacted;
- Abide by the conditions of the Student Agreement.

5.2 Unacceptable Student Behavior:

Unacceptable behavior may include but is not limited to:

- Endangering the safety of self or others;

- Inappropriate physical contact and/or physical violence;
- Bullying and intimidation of any other person;
- Being affected by drugs and/or alcohol;
- Consistently disrupting the work of learning in the classroom;
- Inappropriate isolation of a group member from group activities;
- Putting at risk the good reputation of any other person;
- Making racist or sexist comments to any other person;
- Demeaning another in any way;
- Constantly and inappropriately seeking attention;
- Behaving in a disruptive manner such as swearing, yelling, using offensive language;
- Inappropriate invasion of another's personal space;
- Stealing;
- Disobeying any reasonable direction by a staff member;
- Viewing or distributing offensive material via the internet, e-mail or any other means;
- Use of mobile phones in the classroom environment.

If your behavior is disruptive or unacceptable, disciplinary action may be taken against you. A trainer/assessor can ask you to leave the classroom or refuse entry to a classroom if your behavior is disruptive or dangerous. If your behavior threatens the safety of others, interferes with the duties of staff or other students' study or damages or threatens college property, you may be suspended.

5.3 Integrity in Academic Works

Students are expected to;

- Not engage in plagiarism or other academic misconduct (Ref: Plagiarism, Collusion and Academic Misconduct Policy):
- Actively participate in the learning process;
- Attend scheduled course training activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise;
- Behave ethically, avoiding any action or behavior that would unfairly disadvantage or advantage either themselves or another student;
- Comply with the assessment conditions, trainer/assessor instructions, and ensure the proper use of copyright material;
- Not behave in a way that disrupts or interferes with any training or academic activity of ACCM

5.5 ACCM Resources

Students have a general responsibility to safeguard, properly use and care for ACCM resources. Fraud or theft by a student may result in dismissal or a legal action.

Students are expected to: Use and care for all Institute resources, such as buildings, equipment, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all Institute members;

- Not engage in behavior that is detrimental to Institute property, including course materials;
- Not misuse computing or communications facilities in a manner which is unlawful, or which will be detrimental to the rights and properties of others.

Students must use ACCM resources only for purposes related to their studies. ACCM facilities and resources are necessarily provided in an accessible manner on trust to staff and students. ACCM information systems, including software and computer equipment, may be used only by staff or students.

6 ACCM'S RESPONSIBILITY

ACCM has responsibilities to ensure that students:

- Study in an academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills and graduate attributes.
- Are considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable.
- Enroll in courses and programs of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on training packages and industry expectations.
- Have access to appropriately qualified academic staff and academic and learning support services.
- Have access to materials, equipment and other resources to enable completion of academic courses.
- Provide timely, complete, clear and accurate information in relation to the content, conditions, and assessment tasks of courses.
- Provide timely and appropriate feedback on assessment tasks.
- Provide timely and appropriate information in relation to administrative procedures that apply to them.
- Have an opportunity to provide feedback on the training, learning and assessment environment.
- Study and work in a safe, harmonious, tolerant and productive academic environment.
- Are treated with courtesy, tolerance and respect as valued members of ACCM
- Are treated fairly, impartially and consistently in all aspects of ACCM policy, procedures and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

7 BREACH OF CODE

A student may be suspended or have their enrolment terminated from a course for behavior that contravenes this Code of Conduct. Students will be notified if it is identified that they have contravened any area of the code of practice, required to attend meetings with nominated ACCM student administration officers and provided with a warning and intervention plan. A second will result in notification of intention to suspend or cancel enrolment.

Students have a responsibility to:

- Observe ACCM and classroom norms and this Code of Conduct
- Be courteous to staff and other students
- Behave in a manner which does not interfere with the learning of others
- Conduct themselves in a responsible manner while at ACCM or any other college activity, excursion, or function;
- Abide by the policies and rules of ACCM
- Abide by the conditions of the Student Agreement.

For more information please ACCM website- <https://www.accm.vic.edu.au/policies>

Version	Date	Reason for upgradations	Approved By
1.0	Oct 2021	Initial documentation	CEO/Directors
1.1	August 2022	Updated on registration	CEO/Director