



# CODE OF CONDUCT

## Student Code of Conduct

The AILC's learner code of conduct outlines the AILC's expectations from learners whilst on course, or when representing the AILC. Learners are expected to behave in a considerate, respectful and courteous manner when dealing with staff, other learners and members of the general public, so that learning can take place freely, safely and without interference.

Learners are expected to respect the property of the AILC, their fellow learners and staff. All learners are to maintain high standards of honesty and integrity to maintain equality and validity of their work.

## General misconduct

The following indicates the kinds of behaviour which constitute general misconduct and can have you removed from the course immediately:

- Breaches in any state or Commonwealth law.
- Breaches of any of the AILC's policies.
- Breaches of any policies and procedures of an external organisation.
- Behaving in a disruptive manner such as using offensive language or misbehaving in the classroom.
- Bullying, intimidation, harassment or acts of violence toward themselves, other learners or staff, including causing other learners or staff to fear for their own safety, security or wellbeing, whether face to face, by telephone or by the use of technology. This includes prejudice and discrimination because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason.
- Misuse of information technology communication whilst on course via the internet, emails and social media.
- Drunken behaviour will not be tolerated on course and students will be immediately removed from course.
- The use of drugs on course will not be tolerated. Learners caught with any illicit substances will be immediately removed from course and may be reported to authorities.
- Learners who damage the property of the AILC or another organisation's will be required to cover all replacement costs.

## Learner responsibilities

- Respect the dignity and values of other learners, the training environment, staff and workplace
- To be honest and respectful, which includes not falsifying work or information and not conducting themselves in any way that may cause injury or offence to others
- To be responsible for your own learning and development by participating actively and positively and by ensuring that they maintain progress with learning modules
- To monitor their own progress by ensuring that assessment deadlines are observed
- Report all injuries and accidents to staff immediately
- Do not consume drugs or alcohol whilst on course
- Dressing appropriately and respectfully
- Respecting the privacy and space of the other learners and staff on course

### **Positive learning attitude**

- Interact fully and share their knowledge and ideas
- Respect and value the diversity of culture, experience and age of other learners
- Listen to others and help to create a safe environment for people to share their opinions
- Challenge themselves and their peers
- Engage with learning tasks and ask questions
- Make time to complete their studies
- Establish a good rapport with trainers, program leaders and other learners

### **RTO responsibilities**

- Provide quality training and assessment
- Give clear and specific instructions and feedback in regard to delivery and assessment
- Adhere to the compliance of the Standards and relevant legislations
- Treat people fairly and in a non-discriminatory way
- Be professional and lead by example at all times
- Respect people's privacy and confidentiality
- Respect the rights of others
- Be supportive and provide assistance

### **Staff responsibilities**

#### **Commitment to learners**

- Endeavour to recognise and respect the worth, uniqueness and potential of all students and treat them with respect, fairness and dignity
- Strive to remain objective and assess learners work in a just and unbiased manner
- Strive to learn about and respect the beliefs, values, culture and views of all learners without bias to beliefs, values or morals different to our own, while making the learners aware of alternative viewpoints in order to exercise and enhance their critical thinking
- Remain committed to creating and providing a learning environment that promotes the welfare of the learners, encourages mutual respect and free exchange of ideas and is conducive to learning and helping the students reach their full learning potential
- Ensure that information provided to the students is current, accurate, appropriate and effective in assisting them with their learning and in achieving course objectives
- Encourage the learners to participate in open dialogue, discussing and resolving their concerns and actively seeking and accepting feedback, suggestions and constructive criticisms from the learners, via course evaluation
- Seek to utilise this information obtained from learners for self-reflection and self-evaluation and incorporate it to make modifications to our professional work in order to enhance the effectiveness and productivity of our work, before, during and after a course
- Continue to expand professional knowledge and development of skills relative to our expertise by engaging in ongoing training and educational activities and reflecting on these experiences
- Maintain a professional relationship with the students and not become involved in any course of conduct that may encourage the development of personal or private relationships affecting the learning processes of the students or the assessment of their performance
- Protect the privacy of all learners, retaining confidentiality relative to their personal information, such as their records and matters privately discussed with them

#### **Commitment to AILC staff members and other colleagues**

- Treat all colleagues and other professionals with dignity, respect and fairness
- Respect the contributions of colleagues and other professionals towards learners learning, the AILC and the community

- Seek and develop professional teamwork with all colleagues, working cooperatively and collaboratively, in the interest of promoting learner learning

### **Commitment to the AILC**

- Strive to remain conscious of and respect the educational standards, policies, regulations, missions and goals of the AILC
- Work within the AILC's standards and policies and be aware of and take responsibility for the consequences of our actions regarding all our involvements and all individuals who may be influenced by our actions
- Aim to work toward the continuous improvement and development of our work practices, courses and programs and the AILC itself, by communicating suggestions and constructive criticisms and a willingness to adopt new ways of doing things
- Be always mindful and adherent to the AILC Values, these being; "Respect, Integrity, Professionalism, Diversity, Accountability and Enterprise"

### **Commitment to the Community**

The AILC will strive to work with other community organisations and agencies cooperatively in an effort to create the optimal learning environment to facilitate students' learning. We will also endeavour to keep sight of the AILC's mission, that being; "To empower Aboriginal and Torres Strait Islander Peoples through unique educational opportunities to be inspirational leaders of today and tomorrow."

### **Review**

The Code of Conduct will be revised and updated annually.

### **Authorisation**

The Code of Conduct has been approved by the Chief Executive Officer of the Australian Indigenous Leadership Centre.