



Student Code of Conduct

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Registered training provider no. 6871

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Student Code of Conduct

(Clause 5.2)

1. Purpose

CMNL Academy is committed to providing a safe, collaborative, and positive learning environment to all the students. This Code sets out CMNL Academy expectations of students with respect to their academic and personal conduct and CMNL Academy's responsibilities to students.

2. Scope

This code applies to all the student of CMNL Academy. This code does not replace, but supports, legislation, relevant professional bodies' codes of conduct or awards and policies.

3. Definitions

RTO Members: Means all employees of CMNL Academy regardless of the type/tenure of employment, contractors, visitors, and guest speakers.

The Code: Student Code of Conduct

4. Legislative Context

- Anti-Discrimination Act 1977
- Copyright Act 1968
- Equal Opportunity for Women in the Workplace Act 1999
- Freedom of Information Act 1989
- Occupational Health and Safety Act 1983
- Privacy and Personal Information Protection Act 1998
- Protected Disclosures Act 1994
- Workplace Relations Act 1996

5. The Code

5.1 Compliance with all CMNL Academy policies, procedures and quality initiatives

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

5.2 Student Rights

All students enrolled with CMNL Academy have the right to:

- Be treated fairly and with respect by all students and staff.
- Not be harassed, victimised or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination, and victimization.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimized.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information CMNL Academy holds about them.
- Have their complaints 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 CMNL Academy on the client services, training, assessment and support services they receive.

5.2 Student Obligations

CMNL Academy expects its students to:

- Inform themselves of CMNL Academy rules and policies affecting them and always comply with this Code of Conduct.
 - Treat all CMNL Academy staff other students, and visitors to CMNL Academy 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 and physical addresses.
 - 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 CMNL Academy 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.
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- Adhere to course requirements and classroom norms established in class.
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, CMNL Academy reputation or good standing.
- Notify CMNL Academy if they are unable to attend a training session for any reason prior to the commencement of the activity.
- Refrain from smoking at training venues and on the premises of CMNL Academy.
- Make payments for their training within agreed time frames.

5.3 Unacceptable Student Behaviour:

Unacceptable behaviour may include but is not limited to;

- Sexual harassment
- Actions which are unsafe which place you or others at risk
- Lack of personal hygiene
- Inappropriate physical contact and/or physical violence
- Bullying and intimidation of any other person
- Being affected by drugs and/or alcohol
- Disruption to the class or other students
- 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
- Other behaviour deemed by your trainer or other students as objectionable
- 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 behaviour 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 behaviour is disruptive or dangerous. If your behaviour 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.

5.4 Integrity in Academic Works

Students are expected to:

- Not engage in plagiarism or other academic misconduct
- 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 behaviour 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 CMNL Academy.

5.5 CMNL Academy Resources

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

Students are expected to:

- Use and care for all CMNL Academy resources, such as buildings, equipment, training bar / kitchen and information, in a lawful and ethical manner, mindful of the need for resources to be shared by all CMNL Academy members.
- Not engage in behaviour that is detrimental to CMNL Academy property, including CMNL Academy training bar / kitchen sources, and course materials.

Students must use CMNL Academy resources only for purposes related to their studies. CMNL Academy facilities and resources are necessarily provided in an accessible manner on trust to staff and students.

5.6 CMNL Academy Responsibilities

CMNL Academy 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.
- Enrol 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.
- Receive timely, complete, clear and accurate information in relation to the content, conditions, cost and assessment tasks of courses.
- Receive timely and appropriate feedback on assessment tasks.
- Receive 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 CMNL Academy.
- Are treated fairly, impartially, and consistently in all aspects of CMNL Academy policy, procedures, and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

5.7 Breach of the Code

If any students breach the expected responsibilities as outlined above CMNL Academy will be required to take disciplinary action to rectify and/or manage the behaviour.

In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them.

Students have the right to make an appeal of any decision made under CMNL Academy Complaints and Appeals Policy and Procedures.