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# Student Code of Conduct

## Purpose

The purpose of this document is to provide all staff and students with the description of the behaviour expected from students whilst undertaking education and training with MiHaven Training. It applies to use of all MiHaven Training resources, networks, education and support services, whilst in class, undertaking on-line activities, vocational placement activities, traineeships, apprenticeships, or any other academic activity associated with MiHaven Training.

It does not exclude or replace the rights and obligations of any individual under common or statute law. It is the responsibility of MiHaven Training Authorised Representatives to ensure that students are fully informed of their obligations during the enrolment process prior to the commencement of training and assessment.

## Scope

MiHaven Training wants to ensure that all learning environments are free from harassment, discrimination and victimisation. MiHaven Training believes in encouraging all students to set personal goals and work toward attaining their full potential. MiHaven Training supports students through provision of quality Trainer and Assessors and mentors who practice excellence in their work, are passionate about their commitment and strive to model appropriate and ethical behaviour at all times. MiHaven Training expects students who enrol to abide by these expectations and to commit to adopting the Code of Conduct as outlined below.

## Student Code of Conduct

Students are expected to, at all times:

- Act in accordance with the Student Code of Conduct
- Comply with all Commonwealth, State and Territory legislation and regulatory requirements
- Read and comply with the MiHaven Training Student Handbook
- Read and comply with the MiHaven Training Housekeeping Instructions
- Meet all course requirements to the best of your abilities relevant to the education and training undertaken with MiHaven Training, which includes regular attendance and engagement in learning, academic activities, and meeting the course assessment timelines
- Advise your Trainer and Assessor if you are unable to attend a training session
- To behave with courtesy and consideration for others and in a manner that does not endanger the health and safety of themselves or others
- Refrain from behaviour that interrupts the class or hinders the learning opportunities of other students
- Treat all staff and students with courtesy, respect and dignity
- Avoid interfering, or disrupting any training, teaching, learning, assessment, or any other academic activity of MiHaven Training
- 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
- Conduct themselves in a professional manner whilst undertaking vocational placement or other forms of industry related training and assessment activities
- Comply with all reasonable directions given by the MiHaven Training staff and Trainer and Assessors

## MiHaven Training Expectations

### Communication

At MiHaven Training we understand the need to communicate effectively. Students are asked to respect other students, training staff, employers and other people in all communication. This allows everyone to have an opportunity to contribute.

### **Training Times**

An important aspect of the MiHaven Training program is preparing students to be able to successfully manage their own working life arrangements. As part of the program, you will be issued a training schedule which clearly states the start and finish times for training and days. Students will be given the required break times which includes morning tea, lunch and afternoon tea. The times for these will vary according to training requirements and job sites.

### **Absences**

The MiHaven Training program requires commitment from students. Absence is permissible for reasons of serious illness or bereavement of a family member, but please make sure to disclose this to your Trainer and Assessor and alternative arrangement may be made to assist you to continue on your learning journey.

### **Dress Code**

Students on the MiHaven Training Program must uphold strict dress and personal presentation standards. It is compulsory that you wear neat casual clothing, no revealing clothing, and if required wear supplied Personal Protective Equipment (PPE). It is important to remember that you, as a student could be on show to potential employers and important program partners. Personal grooming, hygiene and dress are a reflection of the student and the program as a whole. While undertaking any mandatory work placement hours, you are required to wear any required PPE, uniform specific to the employers' standards and if supplied, a MiHaven Training labelled garment.

### **Parking**

MiHaven Training students are not permitted to park on the premises, unless there is an accessibility requirement- please speak to MiHaven Training staff prior to arriving onsite, so we can arrange a suitable parking spot is available. All students are to please park on the Severin Street (Barlow Park), there are plenty of free parking spaces readily available.

### **Personal Hygiene**

Students are asked to be aware of their personal grooming and hygiene at all times. Hair should be neat and clean. Nails should be clean and tidy. Students should use deodorant as work can be physical and lead to excessive perspiration at times.

### **Smoking and Vaping**

Smoking and vaping are not permitted onsite at MiHaven Training Campus. Please leave the premises and make sure to be at least 5 meters from the opening of any building or access point, as per smoking laws in Queensland. At MiHaven Training we do not have designated 'smoke breaks' but you are free to smoke or vape in the appropriate areas on your lunch breaks.

### **Alcohol and Other Drugs**

Under no circumstances must you attend training under the influence of drugs, alcohol or any illegal substances. While on the premises it is also unacceptable to sell or consume alcohol or other drugs, or illegal substances. Breaking this rule will result in instant dismissal of the class and possible police notification.

### **Harassment**

MiHaven Training has a zero-tolerance approach to harassment. This is regarded as any form of behaviour that is unwanted, unwelcome or unreciprocated by relevant persons. This may manifest as verbal or physical harassment but includes any acts that may be perceived as humiliating, offensive, intimidating, threatening, discriminatory or otherwise contributing to an unpleasant workplace or experience for the persons. Forms of harassment include but not limited to:

- Bullying

- Sexual harassment
- Verbal or physical threats
- Discrimination
- Victimisation

Harassment will not be tolerated at MiHaven Training and disciplinary action will be taken against any employee or student involved in such behaviour. All matters relating to harassment will be handled confidentially and students can report an instance of harassment to any MiHaven Training employee and lodge a written complaint (Complaint Form and Student Assessment Appeals Form) which can be downloaded from our website.

### **Discrimination**

Discrimination means treating a person less favourably than another because of a personal attribute that they may have. Under State and Federal equal opportunity laws, discrimination based on attributes is unlawful. Discrimination can be based on:

- Gender
- Age
- Race
- Religion
- Marital status
- Disability
- Colour
- Nationality
- Ethnicity.

Any form of discrimination or bias should be reported to MiHaven Training staff. Additionally, MiHaven Training does not condone discrimination that favours a student over another or creates bias that may impact training and assessment.

### **Cheating, Collusion and Plagiarism**

Cheating, colluding and/or committing acts of plagiarism on any assessment tasks is not acceptable. Cheating and colluding in the training context is copying another person's work and representing that work as your own or is a deceitful agreement or secret cooperation between two or more parties- unauthorised collaboration between students. It is understood that plagiarism can occur without intention or understanding by student and in such cases, students will be asked to resubmit their assessment. Please make sure to reference any work you are directly reciting from the learners guide, websites, handouts and external texts. For instances that are serious and intentional student's will be disciplined in accordance with the disciplinary policy or a student will be un-enrolled in the unit and a result of Not Satisfactory entered. Please refer to the Student Plagiarism, Cheating and Collusion Policy & Procedure for further details.

### **Disciplinary Process**

Students at all times must maintain appropriate behaviour and follow MiHaven Training Student Code of Conduct. Penalties for breaches of rules or unsuitable or disruptive behaviour will be imposed depending on the nature and severity of the breach. In the case of minor breaches, a warning will be given, and penalties imposed for subsequent breaches. In the case of major or repeated breaches, penalties may be imposed immediately, and the student may be requested to leave the course. The Training Operations Manager will oversee all disciplinary matters.

