

**1. Purpose**

- 1.1 The Code of Conduct - Students sets out the expectations of students with respect to their academic and personal conduct whilst studying with Aviation Australia (AA).

**2. Scope**

- 2.1 This policy applies to all students undertaking studies at AA.

**3. Revision Details**

- 3.1 This section outlines any adjustments made to the document during the most recent revision.

Section Reference #	Rationale for Change
All	Updated to new template and scheduled review

- 3.2 This section outlines the review frequency of the document.

Planned Revision	Biennially
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**4. Regulatory References**

- 4.1 Anti-Discrimination Act 1991.  
4.2 National Code of Practice for Providers of Education and Training to Overseas Students 2018.  
4.3 Privacy Act 1988.  
4.4 Tobacco and Other Smoking Products Amendment Act 2004.  
4.5 Work Health & Safety Act (2011).

**5. Related Documentation**

- 5.1 AA PC PRO 16 Student Conduct Management  
5.2 AA TA PRO 03c Record of Conversation - Student

**6. Glossary of Terms**

- 6.1 N/A

**7. Responsibilities**

- 7.1 The Document Owner holds the delegated authority for the proper content and execution of the protocols within the document.
- 7.2 The Responsible Delegate ensures the proper implementation and adherence to the protocols within the document.

<b>Document Owner:</b>	Chief Executive Officer
<b>Responsible Delegate(s):</b>	People and Culture Manager

- 7.3 Key Stakeholder Positions may contain multiple responsibilities for various parts of the document however the overall responsibility must remain with the document owner.

<b>Key Stakeholder Positions – Mandatory Consultation Required</b>
Student Services Officers, Student Program Supervisor
Relevant Business Managers – i.e. those with students enrolled in their technical area of the business

**8. Policy**

**8.1 Overview**

- 8.1.1 This policy sets out the obligations and expectations of students whilst studying at AA, with respect to personal and professional conduct. Students must familiarise themselves with the Code of Conduct and ensure it is followed at all times.
- 8.1.2 **Failure to meet these obligations may result in the student being removed from class and/or their enrolment being suspended or cancelled.** Where AA has identified any illegal activity, it is obligated to report this to the appropriate authority.

**8.2 General Obligations**

Students are expected to:

- 8.2.1 Act with integrity, to ensure that all academic work is conducted ethically and safely.
- 8.2.2 Observe standards of equity and respect in all dealings with fellow students, AA visitors and all staff members of AA.
- 8.2.3 Use and care for AA resources in a lawful, safe and appropriate manner.
- 8.2.4 Identify themselves truthfully when required to do so, ensure their Student ID is visible at all times and produce their Student ID card on the request of an AA staff member. If Student ID is lost or damaged, student must organise a replacement immediately at the expense of the student.

- 8.2.5 Observe and obey the laws including those of the State and Commonwealth Governments of Australia, Federal / State Police and Brisbane Airport Corporation (BAC). This includes obeying road rules when in and around the campus facilities.
- 8.2.6 Be aware of AA's policies and procedures that directly affect them (available on the student Learning Management System and AA website).
- 8.2.7 Not to eat in the training environment (including classrooms and practical training areas). Water and drinks with lids are permitted except where otherwise signed; with any spillage to be cleaned up by the student.
- 8.2.8 Ensure contact details are up to date at all times, and that they regularly read all emails sent to their provided email addresses by AA.
- 8.2.9 Adhere to any visa requirements that may be relevant to their study, including (but not limited to) the following:
- You cannot work more than 48 hours per fortnight when course is in session;
  - You must remain enrolled in a registered course;
  - You must maintain satisfactory course attendance and course progress;
  - You must maintain an Overseas Student Health Cover (OSHC) policy;
  - You must continue to meet your visa requirements;
  - You must continue to have financial capacity to support your study and living whilst studying in Australia;
  - If you are under 18 years of age, you must have accommodation, support and welfare arrangements approved by AA;
  - You must not change your arrangements without approval;
  - You must tell AA of any changes within seven (7) days, including a change in your personal details (such as address, phone, email).

### **8.3 Equity and Respect**

Students are expected to:

- 8.3.1 Treat others with respect, courtesy and responsiveness at all times.
- 8.3.2 Respect the rights of others and not engage in any form of discrimination, bullying, harassment or vilification – such as gender, race and religion – through verbal, physical, written or online methods. This includes defamation of AA through online channels.
- 8.3.3 Not engage in behaviour that is perceived to be threatening, intimidating or causes any person to fear for their personal safety or well-being.
- 8.3.4 Not behave in a way that disrupts or interferes with any teaching, instruction or academic activity of other students at AA.

**8.4 Enrolment / Academic**

Students are expected to:

- 8.4.1 Take responsibility for their learning in an adult learning environment – which includes accessing information related to their enrolment through methods such as email, SMS, student Learning Management System and AA website.
- 8.4.2 Be familiar with the resources available to assist in conducting their studies (such as remedial training, library resources).
- 8.4.3 Ensure they meet all course requirements – including maintain course fees, course attendance and course progress expectations – as documented in relevant procedures.
- 8.4.4 Actively participate in all classroom/practical training activities and learning processes – which includes attending all scheduled course activities/classes, sitting scheduled examinations, and submitting assessment tasks on time.
- 8.4.5 Not engage in plagiarism or other academic misconduct and ensure the proper use of AA copyright materials and courseware.
- 8.4.6 Utilise electronic devices such as laptop, tablet or phone for the purpose of accessing online study material during classroom instruction. If a student is found to be using a device in the classroom for non-study related tasks, a staff member reserves the right to remove the device for the study session. Any non-compliance with this instruction will be dealt with via AA PC PRO 16 Student Conduct Management.

**8.5 Conduct Management.**

- 8.5.1 Access available prayer facilities during scheduled breaks only, unless otherwise approved by a staff member. Prayer facilities cannot be accessed during scheduled class times.

## 8.6 Health & Safety

Students are expected to:

- 8.6.1 Follow all work health and safety guidelines and implement safe working principles in all activities whilst on campus (including reporting any unsafe equipment).
- 8.6.2 Conduct safe driving and road behaviour whilst on and around the campus. This includes using designated pedestrian crossings, following signed speed limits and parking in designated parking areas (not in the visitor/café or staff carparks).
- 8.6.3 Cooperate in providing a safe place of study and work and take accident prevention and working safely as a collective and individual responsibility.
- 8.6.4 At no time leave belongings unattended on campus.
- 8.6.5 Adhere to smoking, drugs and alcohol policies at all times. Students are not to attend training or participate in any learning activity whilst under the influence of alcohol or other illicit drugs. Smoking is prohibited at all AA campuses and therefore restricted to external areas that are dedicated for this purpose or meet any government guidelines. The tarmac area and within prescribed distances of parked aircraft, refuelling installations and vehicles are non-smoking areas.

## 8.7 AA's Responsibilities

AA has a responsibility to:

- 8.7.1 Report any illegal activity to the appropriate authority.
- 8.7.2 Ensure students are treated with courtesy and respect, treated equitably, fairly, impartially and free from all forms of unlawful discrimination and harassment.
- 8.7.3 Ensure students have reasonable access to support services if experiencing personal, academic or disability related difficulties.
- 8.7.4 Ensure students have reasonable access to their personal and academic records – including approval of third-party access where required.
- 8.7.5 Protect the personal information and privacy of the student, ensuring that students over the age of 18 years provide written consent/approval to share information with a nominated third party.
- 8.7.6 Ensure students can lodge a complaint or appeal about a decision if there are grounds for believing that the decision may have been made on inappropriate criteria.
- 8.7.7 Ensure students can lodge a complaint or appeal without fear of victimisation and with assurance that the matter will be treated seriously and sensitively, having due regard to procedural fairness and confidentiality.

**8.8 Breaches of the Code**

8.8.1 Where a student has been identified as breaching the Code of Conduct, an interview will be held with the student and a Record of Conversation documented on the event.

8.8.2 AA may remove a student from the learning environment where a breach has been identified. Appropriate action will be taken in a case by case basis, dependent on the severity of the breach. This could include suspension or cancellation of enrolment.

**9. Records**

9.1 Record of Conversations must be maintained on student's electronic file.

**10. Flowchart**

10.1 N/A