

Student Code of Conduct - VET

Student life at the College should be an active, rich and positive experience centred on learning new knowledge and skills, and professional and personal growth.

The aim of the *Student Code of Conduct - VET* is to foster the College's values and encourage active engagement between the College and students within the contexts of professional practice, learning and teaching and the life of the College communities.

The purpose of this Code of Conduct is to outline what students should expect from the College, the College's expectation of Vocational Education and Training (VET) students, and expected behaviours between the College, its students, the staff who teach them, and the broader College communities.

Definition of "College": *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names / entities.*

Definition of "Student": *An individual person who is formally enrolled to study at the College. The individual person is that who appears on the College documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.*

VET students who behave in a manner that contradicts this Code of Conduct or any other related Codes and Policies may be liable for student misconduct and disciplinary action as per the *Student Misconduct Policy - VET*. Other Codes and Policies of which students should be aware are publicly available on the College website and should be reviewed by students regularly.

The College expects its VET students to respect the organisational values outlined below. The Values are to guide each and every interaction of, and to, members of the College communities. Students, the staff who teach them, and the broader College Communities are expected to regard the College's Values of:

- **Positivity:** We value joy, wellbeing, and balance, and strive to be present in the moment. We seek the best in others and choose to connect with positivity, kindness, and empathy. We create an environment that empowers people to live and work with passion and purpose.
- **Clarity:** We are clear on our mission and purpose. We do all things with accuracy and transparency. We are clear on how we add value. We maintain our curiosity and ask questions in our pursuit of the truth.
- **Authenticity:** We show up as our whole self. We challenge thinking with the benefit of real growth. We work together with integrity and create space for all voices to be heard. We see strength and opportunity in our diversity.
- **Student Centricity:** We provide more than just an education; we provide an experience. We collaborate with our students to understand and anticipate their wants and needs. We collaborate with each other to continuously evolve what we do and how we do it, for the purpose of our students evolution. The result: Happy, Credible, Employed Graduates.
- **Responsibility:** We take personal ownership of what we think, feel, say, and do. We follow through on our commitments. We do what's right. We consider our impact on the world and we respect ourselves and others.

Study at the College presents opportunities for interacting with other members of the College community. The College recognises and values diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students in return, are required to comply with the requirements set down in this Code of Conduct.

The College reaffirms its commitment to:

- Academic rigour and a high quality education
- Intellectual freedom and social responsibility
- Recognition of the importance of ideas and the pursuit of critical and open inquiry
- Tolerance, honesty and respect as the hallmarks of relationships throughout the College community
- High standards of ethical behaviour

Overall, the College expects students to meet the following expectations:

- To treat all staff, students and members of the public with respect, dignity, impartiality, fairness and courtesy
- Maintain and respect the privacy of staff, students, clinic clients and other members of the public
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, and other students or any other members of the public to carry out their study, research or work at the College, including in the classroom, clinics and libraries
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of staff, and other students or any other members of the public to access or use resources at the College, including classrooms, clinics and libraries
- Report any Work Health and Safety concerns to staff immediately
- Don and use personal protective equipment when and where required, such as clinics
- Use the College property and equipment in a responsible and careful way
- Implement zero tolerance to alcohol and other drugs at the College, including smoking (inclusive of electronic cigarettes)
- Follow all lawful instructions given by staff and College representatives
- Respect the cultural background of Aboriginal and Torres Strait Islander peoples as the traditional owners and custodians of the land on which students and staff work and study,
- Make timely payments of any fees and charges imposed by the College
- Follow Work Health and Safety procedures at all times
- Report any Work Health and Safety concerns to trainers immediately
- Ensure that they do not compromise the health, safety, or welfare of other students and staff
- Use the College property and equipment in a responsible and careful way
- Read all official correspondence from the College, including email
- Abstain from plagiarism, collusion or cheating
- Adhere to all course requirements (including completion of the course within the required timeframe) and set class expectations
- Abstain from bullying, harassment and any other unlawful behaviour whilst on campus, studying in the online environment, or whilst representing the College externally
- Ensure and maintain currency of competency as per the requirements of professional associations

Students are also expected to abide by other Codes and Policies specific to their course such as:

- The *Endeavour Clinic Handbook* (including student responsibilities and dress code)
- Professional Codes of Ethics
- Professional Codes of Conduct
- Professional Competency Standards / Standards for Practice / Professional Boundaries

Other Codes and Policies of which students should be aware are publicly available on the relevant College's website and should be reviewed by students regularly.

All College campuses are **non-smoking venues (inclusive of electronic cigarettes)** and students are expected to comply with all relevant laws regarding smoking in and around non-smoking buildings.

Student Expectations:

Students should expect the following from their experience at the College:

As an individual:

- To be treated respectfully, fairly and equally irrespective of disability or cultural background
- To be motivated, inspired, challenged and stimulated for the duration of their course of study
- To be valued and heard
- To receive protection of privacy and confidentiality of information

As a student:

- To be able to participate in relevant and industry defined up to date practice via well designed curriculum and best practice principles
- To obtain consistent and clear information regarding policies and procedures
- To be supplied with an effective mechanism for providing feedback on learning and being able to request review of grades without fear of recrimination
- To receive close engagement with discipline-based colleagues and practitioners who are experts in their fields
- To participate in a vibrant, engaged learning environment supported by responsive training and assessment staff, practitioners and Student Services
- To be provided with guidance and instruction from confident and competent teachers who are motivated and accessible and provide timely direction and feedback on performance
- To receive ready access to support services and intervention strategies for ensuring academic, professional, vocational and personal success
- To be provided with excellent teaching and learning resources and services that acknowledge differing learning requirements
- To have access to an amenable campus environment with flexible learning and social interaction spaces
- To be provided with opportunities to contribute to the College community and to be represented and actively involved in relevant College committees
- For all College staff to interact with students with honesty, integrity and in a timely manner
- The recognition of the intellectual property rights of students to their work

- The provision of a student-centric approach to all services including information technology, library and student support
- To enjoy a study environment free from discrimination, bullying and harassment
- To have access to counselling, advisory and academic support services
- A safe and healthy College environment

As a developing professional:

- To be provided with opportunities for career development
- To abide by clinic record privacy and confidentiality requirements
- To be well prepared for future employment and lifelong learning
- To be provided with the opportunity to continue to be involved in Alumni and College events after graduation

College Expectations:

The College expects students to take on the following responsibilities:

Standards of Behaviour:

- Abide by all regulations and requirements of the College and respond to all lawful and reasonable directions from staff
- To manage studies as aligned with policies and procedures at the College and to regularly check and communicate via the student eweb account and College approved communication and support platforms such as, the [Student Help Hub](#), Student Portal, LMS etc.
- Act honestly and ethically in all dealings with staff, students, clinic clients and other members of the public
- Be aware that all forms of plagiarism, collusion, cheating or misconduct are unacceptable and that the College may take measures to assure compliance with relevant policies
- Display professional conduct at all times while undertaking study, clinical practicum, professional placements, fieldwork and other educational exchanges (including face to face, online and social media platforms). Note: the College understands that students maintain their own social media accounts and networks; however when they are used for disparaging and defamatory comments that are unsubstantiated in relation to their studies or the College, this will be considered unprofessional behaviour and students may be liable for student misconduct and disciplinary actions. The same respect and professionalism in face to face interactions is expected online
- Abstain from bullying (including cyberbullying), harassment and any other unlawful behaviour whilst on campus, studying in the online environment, or whilst representing the College externally
- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of staff, other students or any other members of the public
- Refrain from any activity that deliberately obstructs, or seeks to deter, an officer of the College from the performance of their duties
- To contribute to the local community and create partnerships in a manner that is representative of College Values
- Use all equipment and resources (including IT resources) appropriately, legitimately and safely following all work health and safety requirements

Interpersonal Relationships:

- To be respectful, fair and value equality to all members of the College community irrespective of disability, cultural background, gender, sexual orientation, marital status, age or political conviction
- To ensure that others within the College community are valued and heard, respecting their rights to express dissent or different views, subject to those views complying with the laws of Australia and not endangering the safety of other members of the community
- To provide members of the College community with protection of privacy and confidentiality of information
- Maintain a cooperative and collaborative approach to interpersonal relationships

Policies and Procedures:

- Be informed of and responsibly observe all current policies and procedures, support services and course requirements including maintaining awareness of any new relevant policies and procedures that may be published from time to time, and seek guidance if unsure
- Respect the property of other students and the College, while respecting the rights of others to use College property and facilities
- Respect the property and facilities at any venue that students are directed to as part of their studies with the College or as representatives of the College
- Refrain from frivolous and unsubstantiated complaints or grievances which lack underpinning evidence
- Fully understand the annual fee schedule which is revised and published ahead of each calendar year, and accept that full payment of fees is expected at the commencement of each teaching period

Educational Experience:

- To be motivated, inspired, challenged and stimulated for the duration of their course
- Take responsibility for own behaviour, education and self-directed learning
- Actively engage as diligent learners, prepare for and participate in all teaching and learning activities
- Be well informed about the course requirements, units of study, and units of competency, and seek assistance if in doubt
- Ensure that their enrolment and progress in their course is lawful and consistent with the course structures. It is a student's responsibility to maintain current information and observe key dates, deadlines and course progression requirements
- To attend classes, maintain steady progress in units of study undertaken and submit required work on time (unless prevented from doing so by unforeseen or exceptional circumstances which are communicated as per the relevant policy and procedure)
- Take responsibility to self-manage enrolment and course planning, using advice provided by the College through its personnel and web services
- Act ethically and honestly in the preparation, conduct, and submission of work and during all forms of assessment, including informal assessments and formal examinations
- Avoid any activity or behaviour that would unfairly advantage or disadvantage another student in their course
- Accept and act on the advice and feedback given regarding course performance, incorporate feedback into their learning, make use of the assessment criteria with which they are provided, and be aware of the rules and policies relating to assessment
- Maintain the highest standard of academic integrity in their work

- Respect the responsibility of the College to establish and maintain appropriate academic and professional standards in courses
- Respect the confidentiality of information shared within the learning environment
- Prepare diligently for future professional practice, any additional regulatory or professional requirements and the development of lifelong learning.

Timely and Accurate Information:

- Attend classes punctually and commit to fully participate for the duration of the learning activity
- Supply timely and up to date personal and other information to the College according to the deadlines set by the College and whenever a change occurs to that information, recognising that the College is required to comply with the *Privacy Act*

Student Participation and Feedback:

- Take responsibility for incorporating constructive feedback into learning
- Support continuous improvement of courses and College support services through the provision of honest, considered and constructive feedback
- Participate actively in, and contribute to, the committees on which the student is a representative or member