

Department	Vocational Education & Training		Author(s)	Ranges TEC Business Manager	
Quality Controlled Document No. & Title	RTO 20.0	Student Code of Conduct	Approved	Ranges TEC Director	
Version	2		Authorised	Ranges TEC Director	
AQTF Standard(s)	AQTF Essential Standards for Continuing Registration and Conditions of Registration. VRQA Guidelines for VET Providers.		Distribution	Internal	Ranges TEC Staff
				External	

When you (and your parents/guardians) sign your VET enrolment form you enter into a contract with Ranges TEC in which you agree to follow Ranges TEC's regulations including the Code of Conduct.

As a student you are entitled to:

- Be treated fairly and with respect by teachers, other staff and students
- Learn in an environment free from discrimination and harassment
- Pursue your educational goals in a supportive and stimulating environment
- Have access to a range of services for students
- Be informed of policies, procedures, requirements and assessments
- Report problems if you feel you have been treated unfairly [see Complaints section]
- Receive timely feedback and information on your assessment and progress in the course
- Have your Ranges TEC records and personal information stored and maintained in a confidential, secure and professional manner
- Access these records via application

1.1. CODE OF CONDUCT

As a student it is your responsibility to:

- Do your work
- Treat all staff, students and the general public with respect, dignity, fairness and courtesy
- Be punctual and regular in attendance. If you are running late for a class, phone ahead and let Ranges TEC know
- Use protective equipment where required and follow all OH&S
- Attend assessment events and submit assessment requirements on time.
- Behave in a responsible manner, by not littering, harassing or offending fellow learners or staff, or interfering with or damaging property

As a student you must not:

- Plagiarise, collude or cheat in any assessment activity or event
- Illegally copy software licensed to Ranges TEC
- Install software onto Ranges TEC computers
- Swear
- Smoke on Ranges TEC property (including inside & outside all buildings, car parks, etc)
- Be under the influence of alcohol or illegal drugs
- Use mobile phones or similar devices for personal reasons during class times
- Leave the campus without permission during school hours

WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

Wherever possible Ranges TEC staff will use natural consequence to assist students meet code of conduct requirements. It is important that parents and the school work together to support students as they mature, are given and accept greater levels of responsibility and adjust behaviour to contribute in positive ways to the Ranges TEC community. The following describes actions that will be followed in situations where a student breaches the code of conduct.

Department	Vocational Education & Training		Author(s)	Ranges TEC Business Manager	
Quality Controlled Document No. & Title	36.0	Student Discipline and Behaviour Policy	Approved	Ranges TEC Director	
Version	1.2		Authorised	Ranges TEC Director	
AQTF Standard(s)	AQTF Essential Standards for Continuing Registration and Conditions of Registration. VRQA Guidelines for VET Providers.		Distribution	Internal	Ranges TEC Staff
				External	

YELLOW CARD

A Yellow Card (form) is issued for repeated behavioural breaches of the Code of Conduct. For example: refusal to follow teacher instruction, multiple late arrivals over a short period of time, repeated disruptive behaviour, and plagiarism or cheating.

RED CARD

A Red Card is issued for major breaches of the Code of Conduct. For example: being under the influence of alcohol or illegal drugs, serious and deliberate damage to property (note students/families will also be billed for damage), and serious breaches to Occupational Health and Safety practices.

EXTERNAL (PART TIME) STUDENTS

1. If you are a part-time student undertaking your VET program with Ranges TEC, breaches of the Code of Conduct will result in contact with your school and in some cases termination of enrolment at Ranges TEC. Yellow and/or Red Cards may be used as a means of notification for external students but in most cases the home school will be notified by email or phone.