

SECTION ONE – INSTRUCTION

Use this template for drafting and explicitly recording Urban Forest Training’s behavioural expectations, responsibilities and rights of students that will be published and publicly made available through Urban Forest Training’s website and Student Handbook and further acknowledged by students during part of the *Enrolment Form*.

SECTION TWO – PROPOSED DRAFT CONTENT

STUDENT CODE OF CONDUCT

This document serves to provide both prospective and enrolled students with knowledge of their rights, obligations, and behavioural expectations that are required to be abided by throughout their course enrolment and learning with Urban Forest Training. Prospective students will be required to acknowledge compliance to the *Student Code of Conduct* during their enrolment process noting that failure to comply may result in disciplinary action taken by Urban Forest Training which may include the termination of a student enrolment over material matters. Should you have any concerns or questions regarding this document and any of its contents, please refer these in the first instance to the Business Manager on 1300 942 575.

Student Rights

Whilst undertaking learning with Urban Forest Training, you always have the right to:

1. Have accurate, current, and information to make informed decisions regarding their training;
2. Be treated fairly and with respect;
3. Learn in a supportive and safe environment free of discrimination and harassment;
4. Apply for a refund, credit transfer or recognised prior learning;
5. Have personal records kept private, subject to statutory requirements;
6. Have access to personal records on request;
7. Be given information about assessment requirements at the beginning of a unit;
8. Receive feedback on your academic performance;
9. Make a complaint about any staff member without fear of victimisation;
10. Have complaints dealt with fairly, sensitively, promptly, confidentially & without recourse; and

Student Behavioural Obligations

Whilst undertaking learning with Urban Forest Training, you must:

1. Treat people with respect and fairness;
2. Not do anything that could offend, embarrass, harass or threaten others;
3. Provide feedback to help drive continuous improvement;
4. Not do anything that compromises the safety or wellbeing of yourself or others;
5. Notify Urban Forest Training of any difficulties, student support required or issues concerning participation, training, or assessment;
6. Show concern for others by refraining from using swear words, obscenities, or offensive remarks; and
7. Not harass or disrupt others in the performance of their duties.

This is a controlled document and is uncontrolled when downloaded or printed in hardcopy format.

Document Name: Student Code of Conduct Template
Document Owner: Michael Jones
Version: 1.0

Document Approver: Michael Jones
Issue Date: 01/04/2023
Review Date: 01/04/2024

Student Learning Obligations

Whilst undertaking learning with Urban Forest Training, you must:

1. Participate and attend as required;
2. Complete all assessment task by agreed and set dates;
3. Complete all assessments, tasks honestly without cheating; and
4. Not claim as their own work, work taken from another source or work done by other people.

This is a controlled document and is uncontrolled when downloaded or printed in hardcopy format.

Document Name: Student Code of Conduct Template
Document Owner: Michael Jones
Version: 1.0

Document Approver: Michael Jones
Issue Date: 01/04/2023
Review Date: 01/04/2024
