



Code of Conduct

1.0 Purpose

- 1.1 The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements of M.S Aviation Pty Ltd trading as Australian School of Commerce here in after referred as Australian School of Commerce.

2.0 Responsibility

- 2.1 The Training Manager will be responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

3.0 Requirements

- 3.1 Students are required to always adhere to Australian School of Commerce student Code of Behaviour
- 3.2 The Training Manager must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour.
- 3.3 Any decision by the Training Manager in relation to student discipline can be appealed using the Student Complaints and Appeals procedure
- 3.4 The Student Code of Behaviour requires the following rights and expectation to be always respected and adhered to.
 - The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial, and sexual differences, age, disability, or socio-economic status
 - The right to be free from all forms of intimidation
 - The right to work in a safe, clean, orderly, and cooperative environment
 - The right to have personal property (including computer files and student work) and the Institute property protected from damage or other misuse
 - The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure)
 - The right to work and learn in a supportive environment without interference from others
 - The right to express and share ideas and to ask questions
 - The right to be always treated with politeness and courteously
 - The expectation that students will not engage in copyright breaches, cheating or plagiarism
 - The expectation that students will submit work when required.
 - The expectation that students will always meet the requirements, terms and conditions contained in the student application and enrolment form including payment of fees.
 - The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified in the student application and enrolment form.

4.0 Definitions

- 4.1 N/A

5.0 Method

- 5.1 For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Where a student has been expelled, they will be unable to attend class however they will have a right of appeal under the Appeals Procedure.
 - A member of the Institute staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties, and included on the student's personal file. (Step 1)



- Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the Training Manager to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties, and included on the student's personal file. (Step 2)
- Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour continue, training services will be withdrawn, and the student will be sent a student cancellation warning letter.
- Failure to attend scheduled meetings may result in Australian School of Commerce deciding to cancel a student's enrolment.
- If Australian School of Commerce intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to Australian School of Commerce. If the appeal is not upheld or the student withdraws from the appeal process, then Australian School of Commerce must report the student to Department of Education and Training and the Department of Home Affairs (DHA) via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
- Suspension or cancellation of your enrolment must be reported to Department of Home Affairs and may affect the status of a students' VISA.
- At any stage of this procedure students can access Australian School of Commerce complaints and appeals procedure to settle any disputes that may arise.

The agreement and the availability of complaints and appeals processes don't remove the right of the student to act under Australia's consumer protection laws (the National Code 2018).

I acknowledge that I have read and understood this Code of Student Behaviour Policy of Australian School of Commerce.

Student Name: _____

Student Signature: _____ Student DOB: _____