

Policy Name:	LEARNER CODE OF CONDUCT
Policy No.	E6.0
Issued:	20 March 2023
Reviewed:	

Purpose

To clearly present the behaviour expectations of all learners who engage with HITsa

Areas Affected

All prospective and current learners

General

HITsa is committed to the principles of equity, diversity, and inclusion and to the belief that everybody has the right to access quality training in a safe environment regardless of their abilities, sex, gender identity, socioeconomic or cultural background.

HITsa will not tolerate abuse or any form of exploitation or harm to learners, staff or other individuals with whom we connect.

Bullying and harassment will not be tolerated, and appropriate action will be taken, up to and including expulsion of the learner from training.

Respect

Learners are expected to demonstrate respect for their learning opportunity and to those who are supporting and/or sharing their learning journey.

To demonstrate respect, each learner will

- Attend class on time
- Be polite and friendly to fellow learners, HITsa staff and trainers
- Communicate class absence to the RTO CoOrdinator at the earliest opportunity
- Read all notices forwarded by email or SMS from HITsa and responding if required
- Handle equipment carefully and seek assistance to address any uncertainty
- Complete all activities and homework in the time allocated, and inform the Trainer or RTO CoOrdinator of any anticipated delays
- Answer phone calls from HITsa, which can be recognised by the incoming phone number. If unavailable, return the call in a timely manner
- Allow others to have opinions different to our own
- Inform Trainers or RTO CoOrdinator of any unwelcome behaviour received from others
- Leave HITsa facilities clean, tidy and free from vandalism
- Refrain from behaviour that threatens the wellbeing of another member of the HITsa community
- Return from class breaks on time
- Wear clothing that is appropriate for the learning environment. (RTO CoOrdinators and Trainers can assist with any uncertainty – please ask if unsure)
- Advise the trainer at the beginning of class of any need to leave prior to the end of the training session
- Have personal mobile devices on silent during class time, and check messages only at break times

To demonstrate respect, each learner will not

- Attend HITsa premises at any time when intoxicated or under the influence of any illegal substance
- Attend class if ill or experiencing any flu like symptoms
- Use inappropriate language whilst attending any HITsa training
- Plagiarise or copy work
- Post defamatory comments about HITsa, staff, trainers or other learners on any social media platform
- Record or video any activity at a HITsa training site without the express prior permission of HITsa. This includes the recording of training events for future reference
- Use any personal mobile device during class time.
- Do anything that may bring HITsa into disrepute

Failure to comply with these expectations may result in the learner being asked to leave the class.

Behaviour that is not in line with the expectations of this learner code of conduct will be addressed and may result in the learner being removed from the class and/or expelled from the course in which they are enrolled. The learner is not entitled to a refund of course fees if enrolment is cancelled due to unacceptable behaviour.

The Executive Officer is responsible for determining the consequences of a learner's poor behaviour.

END

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP0050/11