

## STUDENT CODE OF CONDUCT POLICY

The Simpatico Safety Training and Consultancy *Student Handbook* outlines the expectations for students, and the obligations of Simpatico Safety Training and Consultancy to its students. The Student Handbook is available on our website, in hard copy in our training rooms, and on request from Simpatico Safety Staff. For any clarification, please check with our Simpatico Safety Staff.

As a student, you have a *responsibility* to:

- Provide all documentation/undertake actions required at time of enrolment,
- Treat others with courtesy, respect, and fairness,
- Respect the safety, well-being, and property of others,
- Refrain from behaviour that may be perceived as unsafe, intimidating, discriminating, harassing, bullying or be disruptive to others,
- Respect Simpatico Safety Training resources and facilities,
- Use computing and electronic resources appropriately,
- Participate actively and positively in learning and assessment activities,
- Make every effort to meet assessment requirements and submit work on time,
- Meet the requirements for academic progression and completion for your program of study,
- Disclose relevant information to enable Simpatico Safety Training to assist you to undertake study,
- Proactively seek assistance from support services when needed

As a student, you *can expect* to:

- Be provided with accurate information about your program and the requirements for enrolment,
- Be treated with courtesy, respect, and fairness regardless of age, gender, ethnicity, religion, sexuality, or disability,
- Experience a safe learning environment where hazards are identified and controlled as far as is reasonably practicable,
- Be provided with the resources to complete your education and training,
- Have personal information treated confidentially, protected against unauthorised access, and provided to third parties only when permitted or required by law,
- Be assessed fairly and judged on the criteria outlined in program information,
- Be provided timely and constructive feedback about the outcome of assessment and progress of study,
- Have complaints and appeals considered promptly and objectively; and
- Have reasonable access to support services