



## **Students' Code of Conduct**

### **Rights and Responsibility**

The adult learning environment at AIHFE encourages and supports the participation of people from diverse backgrounds. Our aim is for each student to have an equal opportunity to learn in a supportive environment.

### **Students' Rights**

AIHFE recognises that students have the right to:

- AIHFE is a RTO and we provide quality training and assessment in accordance to Standards of RTO 2015. We also issue the AQF certificate in accordance to Standards of RTO 2015.
- Expect the AIHFE to provide training of a high quality that recognises and appreciates their individual learning styles and needs,
- Have access to all the AIHFE services, regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation,
- Have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment,
- Be advised of the learning outcomes and prescribed assessment tasks for the training program of their choice prior to its commencement.
- Appeal for a review of the results of an assessment.
- Expect to achieve the published learning outcomes from their training program, if they, in turn, devote the necessary time and diligence to it.
- Learn from fully qualified, competent and diligent trainers who observe their responsibility to address students' learning needs, assist them to achieve the course outcomes, and assess their students' work fairly,
- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination,
- Be treated with dignity and fairness,
- Expect AIHFE will be ethical and open in their dealings, their communications and their advertising.
- Expect the AIHFE will observe their duty of care to them.
- Efficient handling of administrative matters and in the processing of fees, concessions, refunds etc.



- Privacy and confidentiality and secure storage of student records in accordance with the organisation's policies, to the extent permitted by law.

### **Students' Responsibilities**

Students are responsible for:

- Understanding and accepting the enrolment conditions for the courses they undertake.
- Repayment of all the debt from VET FEE-HELP scheme arising from the provision of services.
- Providing accurate and authentic information/documents about themselves at the time of enrolment/RPL application, and to advise AIHFE of any personal changes to their address or phone numbers within 7 days.
- Paying of all fees and charges associated with their course and providing their own course requirements where applicable.
- Abide by the dress code of AIHFE
- Not cheat/plagiarise in course work/ assessments submitted for assessment
- Recognising the rights of staff and other students to be treated with dignity and fairness, and behaving in an appropriate and acceptable manner towards them.
- Regular and punctual attendance.
- Ensuring they attend classes sober and drug free, and smoke in designated areas.
- The security of their personal possessions while attending a course.
- Promptly reporting all incidents of harassment or injury to AIHFE CEO.
- Respecting AIHFE property and observing policy guidelines and instructions for the use of equipment.
- Seeking clarification of their rights and responsibilities when in doubt.
- Ensure all assessment requirements are met.