

APTC STUDENT CODE OF CONDUCT

APTC operates within a Code of Conduct that respects your right to be treated fairly, and to learn in an environment free of discrimination and racial, sexual or other harassment.

APTC regards you as an adult capable of reasonable and responsible behavior and accordingly, you are required to adhere to public laws and APTC policies and requirements. If you breach this laws and policies, you may be subject to disciplinary action as determined by the Management.

Student Rights and Responsibilities

You have a *right* -:

- 1. To be treated fairly and with respect regardless of your background, gender, culture, ethnicity, physical or mental capabilities or any other differences.**
- 2. To learn in a supportive and safe environment, free of discrimination, harassment and violence.**
- 3. To have access to learning and personal support services.**
- 4. To have personal records kept private, subject to statutory requirements.**
- 5. To have access to your personal records on request.**
- 6. To have your existing skills and knowledge recognised.**
- 7. To be given information about assessment procedures at the beginning of your study.**
- 8. To receive regular feedback on your academic progress and encouragement to succeed.**
- 9. To be provided with study materials and safety equipment required for your occupational training.**
- 10. To make a complaint to or about any staff member without fear of recrimination.**
- 11. To have complaints dealt with fairly, promptly, confidentially and without retribution.**

You have a *responsibility*:

- 1. To treat people fairly and respectfully regardless of their background, gender, culture, ethnicity, physical or mental capabilities and any other**

differences.

2. To show respect for others by not using offensive language or gestures.
3. Not to display any aggressive behaviour including bullying, harassment and violence.
4. Not be in possession of, use or wield any weapon in a public place or education facility.
5. To maintain required level of attendance and participate fully in all training activities.
6. To complete all assessment requirements within agreed time allocation.
7. Not disrupt others in the course of their studies/duties and provide encouragement and support to other students.
8. To make truthful statements about your identity, financial and personal status, education and employment history.
9. To follow any occupational health and safety practices required (including wearing of protective clothing and equipment and using machinery in accordance with the safety procedures).
10. Not damage or steal property, training equipment or other resources of the APTC or other people.
11. To return any borrowed materials and equipment on time and in good repair.
12. To abide by all campus and housing rules including curfews, restrictions on access to identified areas, and use of illegal drugs and restricted substances (i.e., alcohol, kava, beetlenut, chewing tobacco, inhalants) in campus facilities and work placements.
13. To behave in a manner that will not bring yourself, your country, or APTC into disrepute.
14. To adhere to local laws and respect local cultures.
15. To abide by any requirements of partner training organisations.