

## 1. Purpose

The purpose of this Code of Conduct is to outline the behavioural standards expected of all students at OC. These standards foster a safe, respectful, inclusive learning environment, aligned with Outcome Standard 2.5. Consequences for misconduct are managed under OC's [Student Disciplinary Policy](#).

## 2. Rights and Responsibilities

The adult learning environment within OC encourages and supports the participation of people from diverse backgrounds. The RTO's aim is for each student to have an equal opportunity to learn in a supportive environment.

## 3. Students' Rights

OC recognise that students have the right to:

- Expect OC to provide training of a high quality that recognises and appreciates their individual learning styles and needs;
- Have access to all the RTO's 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 OC to be ethical and open in their dealings, their communications and their advertising;
- Expect OC observe their duty of care to them;
- Efficient handling of administrative matters including the processing of fees, concessions, refunds etc.;
- Privacy and confidentiality, and secure storage of student records in accordance with the RTO's policies, to the extent permitted by law.

## 4. Students' Responsibilities

Students are responsible for:

- Communicating respectfully, avoiding discriminatory, offensive, or harmful language;
- Refraining from disruptive, violent, unlawful, or unsafe behaviour;

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- Behaving in a manner that upholds a culturally safe and inclusive environment for all, with acknowledgement of the unique place of First Nations peoples and respect for all cultural backgrounds,
- Understanding and accepting the enrolment conditions as per their visa conditions and ESOS Act requirements for the courses they undertake;
- Providing accurate information about themselves at the time of enrolment, and to advise the RTO of any personal information changes, including to their address or phone numbers within seven days;
- Paying of all fees and charges associated with their course;
- Signing in and out when attending training;
- Abiding by any dress code stipulated by the RTO;
- Not cheating or plagiarising in course work/ assessments submitted for assessment;
- Recognising the rights of staff and other students to be treated with respect, 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;
- Engaging actively and responsibly in all learning activities
- The security of their personal possessions while attending a course;
- Promptly reporting all incidents of harassment or injury to the relevant staff member;
- Respecting OC's property and observing policy guidelines and instructions for the use of equipment;
- Seeking clarification of their rights and responsibilities when in doubt;
- Asking for assistance and/or support when needed.
- Adhering to Anti-Bribery policy of Orange College.
- Complying with all OC policies, procedures, and safety requirements
- Reading, understanding and adhering to the information as per the Orange College Workshop Manual.
- Bringing and wearing their own appropriate PPE gear at all time in workshop/site visit/excursion/placement.
  - Safety Glasses (to AS1337)
  - Safety Boots (AS2210, steel toe cap)
  - Suitable work pants (denim and tracksuit pants are not permitted)
  - Hi-Vis long sleeve shirt provided by the College with branding logo (must meet AS/NZS 4602.1:2011 High- Hearing Protection (AS1270, earmuffs/ear plugs)
  - Sun protection equipment
  - Work gloves
  - Safety/hard Helmet
  - Hair Restraint (long hair needs to be restrained)

## 5. Unacceptable Behaviour

The following behaviours are unacceptable and may result in appropriate disciplinary action as outlined in OC's [Student Disciplinary Policy](#):

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- Harassment, bullying, or discrimination based on gender, race, age, sexual orientation, religion, or cultural background;
- Behaviour that endangers the safety, health or well-being of others;
- Damaging or misusing OC property or the property of others;
- Being under the influence of drugs, alcohol, or prohibited substances while on OC premises or participating in activities;
- Engaging in violence, threats, or disruptive conduct;
- Academic misconduct, including cheating or plagiarism;
- Providing false information regarding student status or personal details;
- Trespassing or entering restricted areas without authorisation.

## 6. Right to Appeal

Students have the right to appeal any decision made by OC regarding alleged behavioural misconduct. Appeals are to be lodged in accordance with OC's [Complaints and Appeals Policy and Procedure](#).