

Student Code of Conduct Agreement

Purpose:

This Code of Conduct outlines the expectations and responsibilities of all students participating in class and field training. Compliance with these guidelines is essential to maintain safety, professionalism, and a positive learning environment.

1. Attendance & Field training

- Attend all scheduled classes and field training sessions (where applicable)
 - Arrive on time and be prepared for activities
 - Remain on site for the entire duration of the field training, unless leave is approved
 - All breaks will be taken as a group at a designated time (e.g. lunch)
-

2 . Learning and Assessment

- Actively participate in learning
 - Complete all homework and assessments on time (apply for extensions prior to due date)
 - Ask for support if needed and refrain from plagiarism, cheating or collusion
-

3. Dress Code & Safety Protocols

- Dress appropriately and in a professional and respectful manner for field training
 - Take into consideration weather conditions (wet weather gear, closed-toe shoes, sun exposure...)
 - Mould Testing students are responsible for bringing their own personal protective equipment (N95 mask, goggles, coveralls or fitted P3 respirator) to field training
 - Prioritise safety for yourself and others by following all safety guidelines and emergency protocols provided during training
 - Report hazards, unsafe conditions, injuries or incidences immediately to the trainer
-

4. Professional Behaviour and Respect for Others

- Treat staff, peers and clients with dignity and respect, regardless of their background, culture, gender or role
- Follow instructions, resolve conflicts calmly and seek clarification when required
- Refrain from harassment, discrimination, or bullying, interact professionally and collaboratively

Student Code of Conduct Agreement

- Respect other people's property and resources
 - Do not leave trash or damage the property at any training site
-

5. Confidentiality and Privacy

- Respect the privacy of others and any confidential information encountered during field training.
 - Personal or sensitive information (client, peers, staff) including contact details, health information or photos must be confidential and secure and not shared with any third party
 - Personal opinions and judgements are not to be expressed to the home occupants without your trainer's permission. Alarmist language can be harmful.
 - Recordings (phone...) during field training is not permitted
 - Recordings (AI or otherwise) during live class sessions is not permitted
 - Donot share recordings and/or college course materials to any third party
-

6. Prohibited Substances

- The use, possession, or influence of drugs, alcohol, or other controlled substances during class and field training is strictly prohibited
 - Smoking and vaping is not permitted inside, during class time or field training
 - Violations may result in immediate removal from the training program and further disciplinary action
-

7. Use of Mobile Phones & Electronics

- Mobile devices should be turned off or silenced during training sessions unless permission is granted (medical, family purposes...)
 - Phones or personal electronics should not be used in a way that distracts from training or compromises safety
 - Phones maybe used during field training to take photos for assessment purposes
-

8. Care for Tools, Equipment, and Environment

- Use tools and equipment provided by the college responsibly and as instructed

Student Code of Conduct Agreement

- Report any damaged or malfunctioning equipment promptly
- Students are responsible for their own personal equipment. Any damage incurred during the field training will not be covered by the college.

Student Rights

- Learn in a safe, inclusive, and supportive environment
- Be informed of policies and procedures (Student Handbook)
- Receive high-quality training, feedback, and support
- Expect staff and trainers to be on time, prepared, knowledgeable, and engaged
- Be treated equitably and respectfully by all staff and fellow students
- Provide feedback on training services received

STUDENT DECLARATION

I, the undersigned student, have read, understood, and agree to abide by the terms outlined in this Student Code of Conduct. I understand that failure to comply with any of the above rules may result in disciplinary action, including dismissal from the training program.

Sign and date this form and send to info@aces.edu.au

NAME	
STUDENT SIGNATURE	
DATE	

Admin use only

Date cited and approved:	
Admin Officer (Jackie Iringan)	
Signature:	