

RTO STUDENT CODE OF CONDUCT

Purpose

The purpose of this Student Code of Conduct is to support our students to achieve the highest standards of ethical behaviour aligned with Zeal Futures values.

At Zeal Futures, we are guided by our commitment to:

- People First – valuing the safety, wellbeing, dignity and respect of every individual
- When we work together anything is possible – promoting collaboration, teamwork and inclusion
- Do the right thing, not the easy thing – acting with integrity, accountability and honesty

This Code establishes clear expectations for behaviour and engagement to ensure a safe, respectful and productive learning environment.

This Code of Conduct ensures expectations in relation to how students conduct themselves towards each other and perform their work is understood, promoted and upheld.

This Code provides clear expectations for trainers in relation to appropriate classroom management and supporting student compliance with the code.

Responsibilities

Zeal Futures is committed to providing safe, supportive and inclusive learning environments for everyone where our values are reflected in everyday behaviour. We teach and model the behaviours we value in our students.

Students are expected to uphold these values in all interactions on campus and in any learning or work-related environment. This Code applies to face-to-face, online and work-based learning environments, including electronic communications and social media interactions associated with Zeal Futures activities.

All staff will uphold the Student Code of Conduct.

Trainers are responsible for ensuring the clear communication of the Code to their students through class induction processes and reference to the Student Handbook.

Trainers are also responsible for ensuring their students' adherence to the Code whilst they are onsite at the Zeal Futures campus and/or attending classes at external venues. Trainers will use their own management strategies in the classroom to promote the Student Code of Conduct and seek practical solutions or additional support from their manager if required.

Conduct expectations

People first

- Treat others with respect, dignity and fairness
- Value diversity and contribute to an inclusive environment
- Demonstrate empathy and professionalism

Work together

- Participate actively in learning
- Work collaboratively and support others
- Resolve conflict respectfully

Do the right thing

- Follow policies, class rules and directions of trainers
- Act honestly and with integrity
- Take responsibility for actions

General behaviour expectations

- Attend all scheduled training sessions at the Zeal Futures (unless formally excused)
- Comply with the Zeal Futures uniform policy and dress code
- Respect all property and learning environments
- Follow all safety requirements

Safety Expectations

Students must take reasonable care for their own health and safety and the health and safety of others who may be affected by their actions or omissions while attending training, participating in practical activities, or attending any Zeal Futures workplace or training venue.

Students must report hazards, near misses, injuries, incidents, unsafe conditions and unsafe practices to a Trainer or Zeal Futures representative

Prohibited behaviour

Students must not engage in bullying, harassment or discrimination; bring weapons, drugs or alcohol; engage in illegal activity; or behave in an unsafe manner.

Failure to comply with Code of Conduct

The Zeal Futures will take strong action in response to behaviour detrimental to self or others or to the achievement of high-quality teaching and learning.

Breaches of with this Code of Conduct, may result in any or a combination of the following actions:

- Counselling and/or mediation sessions
- A performance improvement plan and regular monitoring/ reviews of the plan will be scheduled by the Training Coordinator. Failure to adhere to the performance improvement plan will result in termination of enrolment and withdrawal from the course
- Disciplinary action up to and including termination of enrolment and withdrawal from the course
- Rejection of enrolment applications in future courses at the Zeal Futures

Document Owner

Group HR & Safety Manager

Related documents

[Discrimination Harassment & Bullying Policy and Procedure](#)

[Alcohol and Drugs Policy and Procedure](#)

[Privacy and Confidentiality Policy and Procedure](#)

[Complaints and Appeals Policy and Procedure](#)

[Work Health and Safety Policy and Procedure](#)

[Student Handbook](#)

Document History

Version	Prepared By	Approved By	Date	Description
1.0	A Malloy	Board of Directors	01/05/2024	Reviewed
2.0	J Lee	Board of Directors	25/06/2026	Updated to reflect the current values