

## STUDENT CODE OF CONDUCT

### Purpose

The purpose of this Student Code of Conduct is to help our students to aspire to the highest standards of ethical conduct and to ensure Zeal Futures expectations in relation to how students conduct themselves towards each other and perform their work is understood, promoted and upheld.

### Application

Zeal Futures is committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

### Students are expected to:

- Respect other students, their trainers and Zeal Futures staff and community members
- Follow Zeal Futures and class rules and follow the directions of their trainers
- Strive for the highest standards in learning
- Respect all members of the Zeal Futures community and show courtesy to all students, trainers, and community members
- Resolve conflict respectfully, calmly, and fairly
- Comply with the Zeal Futures uniform policy and dress code
- Attend all scheduled training sessions at the Zeal Futures (unless formally excused)
- Respect all property
- Not be violent, bring weapons, illegal drugs, alcohol into The Zeal Futures
- Use E-cigarette, vaping paraphernalia or tobacco in designated smoking areas at the Zeal Futures.
- Not bully, harass, intimidate or discriminate against anyone in The Zeal Futures
- Not engage in any illegal activity or commit an illegal act on The Zeal Futures premises

### Failure to comply with Code of Conduct

The Zeal Futures will take strong action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning. If students do not comply with this Code of Conduct, they may be subject to consequences which may include anyone, a combination or all of the following:

- Counselling and/or mediation sessions
- Any breach of the student code of conduct will result in being placed on 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 courseDisciplinary action including formal verbal, and written warnings
- Termination of enrolment and withdrawal from the course  
Rejection of enrolment applications in future courses at the Zeal Futures

## Procedures

Promoting the learning, wellbeing and safety of all students at the Zeal Futures is a high priority.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Whilst 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.

## Behaviours to promote

### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the Zeal Futures uniform or dress code
- Take care with property

### Safety

- Model and follow the Zeal Futures and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Follow all safety standards covered in your course material, Toolbox talks, and or as advised by your Trainers or Zeal Futures or HVTC staff.
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

- Attend all of your scheduled training sessions (unless formally excused)
- Arrive at each session on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

## 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