



# Code of Conduct

**BFJ International Studies Pty. Ltd. T/AS Gippsland Institute of Technology**

**Phone: +61 403 616 222**

**Email: [admission@git.vic.edu.au](mailto:admission@git.vic.edu.au)**

**Address: 4/70 Main Street Pakenham, Melbourne, Victoria, Australia 3810**

**RTO No: 45698, CRICOS Code: 03921A**

## **Gippsland Institute of Technology Code of Conduct**

Gippsland Institute of Technology practices are directed by our Code of conduct. The code of conduct is guide to ensure we consistently provide the highest possible quality services to all our stakeholders and ensure we act in manner that respects their rights.

### **Access & Equity**

Gippsland Institute of Technology ensures that:

- all students and staff are treated in a fair and equitable manner regardless of age, race, religion, gender, sexuality, disability or origin
- we employ a systematic, fair and equitable approach to enrolling students
- all staff will perform their duties in a fair, equitable and respectful manner
- all training and assessment staff employ language that facilitates learning and achievement and does not exclude any student
- all staff are aware of their responsibilities with respect to equity and access
- staff activities are evaluated for continuous improvement purposes
- staff are culturally aware and sensitive to differing norms, beliefs and values
- systems are employed to receive feedback on its application of this policy
- staff and students are required to comply with access and equity requirements at all times.

### **Management**

Gippsland Institute of Technology ensures that:

- the provision of high quality training and assessment is its principal purpose
- all decisions will be informed by appropriate stakeholders to ensure that high quality training & assessment is consistently provided
- we adopt appropriate governance arrangements to guide the implementation of its strategic and business plans
- appropriate financial management and student fee protection arrangements are consistently implemented
- suitably qualified staff contribute to informed decision making in management, academic and support services
- all staff are aware of their responsibilities to Gippsland Institute of Technology and students
- it employs a fair and equitable systematic approach to recruitment, induction and professional development of its staff
- a safe learning environment is provided both on and off site to facilitate student learning
- it maintains appropriate insurances
- it will inform the National VET Regulator any significant changes to the control, senior management and scope of registration.
- it provides the National VET Regulator with the required data in soft and hard copy when requested. (free of charge).
- it will fully cooperate with all National VET Regulator during audits
- courses delivered are current and in accordance with training package requirements
- it will implement new training packages/ accredited courses within 12 months of their introduction
- it communicates all appropriate information relating to academic and support services to students in a timely manner

### **Administration management**

Gippsland Institute of Technology ensures that:

- AVETMISS & academic results records are stored electronically for a period of 30 years
- original copies of assessments for students are stored for a period of 6 months from the date the student completes their course
- enrolment and administrative documents relating to the student undertaking their course are stored for a period of one year from the date a student completes their course
- records relating to the delivery of training to students are stored for at least 6 months post course completion
- all non-participation records relating to the delivery of training to are stored for a period of 7 years from the date the student ceased their studies.
- personal records are treated as confidential and stored on and off site

- it maintains appropriate systems to record and store student details relating to attainment, attendance AVETMISS details and related correspondence
- it adopts an AVETMISS compliant student management system
- staff and students are to be able to access their own records at no cost.
- statements of attainment and certificates are awarded to students who successfully complete courses
- statements of attainment and certificates are provided in a timely manner
- statements of attainment and certificates contain the required information
- it employs unique student identifiers where required

### **Training & assessment**

Gippsland Institute of Technology ensures that:

- all learning and assessment materials are their own or permission obtained from publishers for use
- courses are delivered in accordance with AQF training package requirements or those prescribed for non-accredited courses.
- learning and assessment strategies are employed for each course in accordance with regulatory requirements
- suitable learning and support resources are employed to guide staff and students
- the opportunity for recognition of prior learning and credit transfer are provided to students
- all accredited courses provided are in accordance with its scope of registration
- appropriate academic and personal support services are provided to students
- language, literacy and numeracy needs are assessed and accommodated where appropriate
- course delivery is no longer than 8 hours per day
- all course learning and assessment material is systematically validated internally and externally
- all learning and assessment strategies are systematically validated internally and externally
- course and Gippsland Institute of Technology information is provided to students pre enrolment and at orientation
- appropriate learning and assessment facilities are provided to facilitate achievement
- learning and assessment facilities comply with appropriate legislation

### **Staff**

Gippsland Institute of Technology ensures that training and assessment staff:

- possess relevant current vocational experience for the course/s they deliver
- hold appropriate vocational qualifications
- possess a TAE40116 Certificate IV in Training and Assessment or equivalent
- engage in professional development activities relevant to their teaching
- follow Gippsland Institute of Technology policies and procedures when training and assessing
- treat all students in a fair and equitable manner
- treat students in a non-discriminatory manner
- are fully informed of their roles and responsibilities

### **Marketing & enrolment**

Gippsland Institute of Technology ensures that it:

- provides appropriate pre enrolment information to students to enable them to make an informed choice of course
- does not provide false or misleading information about Gippsland Institute of Technology or its courses
- performs marketing activities with integrity and accuracy
- identifies all AQF accredited and non-accredited courses in all its materials
- identifies Gippsland Institute of Technology name and Gippsland Institute of Technology number on all its materials
- only places students in courses appropriate to their needs
- systematically reviews its marketing materials to ensure currency and accuracy
- employs a systematic, fair and equitable approach to enrolling students

### **Student support services**

Gippsland Institute of Technology ensures that:

All students will be supplied information pre enrolment on the following:

- course information

- enrolment process/ requirements
- course fees
- assessment arrangements
- recognition of prior learning/ credit transfer
- qualifications issued
- academic support
- personal support
- literacy and numeracy requirements
- staff contacts
- facilities and equipment
- course withdrawal/ cancellation fees and terms
- complaints and appeals policy and procedure

In addition students will be provided access to appropriate academic and personal support services during their course

## **Student Code of Conduct**

Students are expected to be genuine/bona fide students with a principal purpose of being in Australia to study and successfully complete their course/qualification.

### **All students have the:**

- right to be treated in a fair, equitable and respectful manner regardless of age, race, gender, religion, sexuality, disability or origin
- right to learn in an environment free from intimidation and interference from others
- right to access all services and facilities as identified in pre enrolment information
- right to suitably qualified and experienced trainers
- right to seek academic advice and support from their trainers
- right to learn in a safe and clean environment that facilitates achievement
- right to access the Complaints and Appeals policy to resolve disputes/ complaints

### **All students are expected to:**

- approach learning and assessment activities in an ethical manner
- not engage in cheating, plagiarism or collusion
- submit work when required.
- attend all classes and/ or participate as per delivery schedule
- participate in course learning and assessment activities
- follow staff instructions during learning and assessment activities
- maintain satisfactory course progress
- abide the terms and conditions of the Written agreement
- comply with the Gippsland Institute of Technology policies and procedures that apply to students
- treat other students and staff in a fair, equitable and respectful manner regardless of age, race, gender, religion, sexuality, disability or origin
- pay the full amount of fees owed to Gippsland Institute of Technology when requested
- not use of illegal drugs, or consume alcohol, or have in their possession dangerous articles at any when on Gippsland Institute of Technology property
- not use mobile phones and other electronic devices while in classrooms or any training/assessment environment unless prior arrangements have been made with the trainer or person in charge.
- wear appropriate safety clothing and use equipment safely
- not use inappropriate or offensive language, signs or gestures
- not carry weapons onto any Gippsland Institute of Technology premise
- speak English during class and when in the training facility at all times
- respect other peoples and Gippsland Institute of Technology property
- look after their own possessions, Gippsland Institute of Technology accepts no responsibility for personal property lost or stolen
- not interfere with another's ability to learn through disruption of classes or harassment of any kind.
- not to smoke inside training facilities
- not eat or drink in classes