



Code of Conduct

Gippsland Institute of Technology practices are directed by our Code of conduct. The code of conduct is a 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, culture or origin.
- We implement an organisational culture where diversity is welcomed.
- We employ an accessible, systematic, fair, and equitable approach to enrolling all Students.
- All staff will perform their duties in a fair, equitable and respectful manner.
- Students are properly informed, supported and protected.
- All training and assessment staff use language that facilitates learning and achievement and does not exclude sections of Studentele.
- 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 foster relationships with Students based on mutual trust and respect.
- Staff and Students are required to comply with access and equity requirements.
- Queries from Students are responded to within 5 working days of receipt.

Marketing & enrolment

Gippsland Institute of Technology ensures that it will:

- Provide appropriate pre-enrolment information to Students that enable them to make an informed choice of course.
- Not provide false or misleading information about the RTO or its courses.
- Marketing practices and materials are current, accurate, factual and ethical
- Perform marketing activities with integrity
- Identify all AQF accredited and non-accredited courses in all its materials.
- Systematically review its marketing materials to ensure currency and accuracy.
- Implement an accessible, systematic, fair, and equitable approach to enrolling Students.
- Encourage enrolment applications from culturally diverse applicants (including but not limited to, First Nations Peoples).
- Provide support to prospective Students during enrolment, where required
- Only enrol Students into courses which are consistent with the Student's learning needs.

Training & assessment

Gippsland Institute of Technology ensures that:

- Course and RTO information is provided to Students pre-enrolment and at orientation.
- Staff foster relationships with Students based on mutual trust and respect. Access and equity is provided to all Students and diversity welcomed.
- Staff consistently implement inclusive and safe learning environment (including, but not limited to those suitable for First Nations people) that foster participation, learning and achievement
- SII training and assessment materials are their own or permission obtained from publishers for use.
- Courses are delivered and assessed in accordance with AQF training package, rules of evidence and principles of assessment, industry and Student requirements or those prescribed for non-accredited courses.
- Training and assessment strategies are implemented for each course in accordance with AQF training package, rules of evidence and principles of assessment, industry and Student requirements
- Suitable learning and support resources are implemented 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.
- Learner language, literacy, numeracy and digital literacy needs are assessed and supported where feasible.
- Appropriate academic, language, literacy, numeracy and digital literacy and personal/ welfare support services are provided to Students.
- The duration of course delivery is no longer than 8 hours in any one day.
- All course training and assessment material is systematically validated internally and externally.
- All learning and assessment strategies, resources and materials are systematically validated internally and externally.
- Appropriate training and assessment facilities, equipment, resources and materials are provided to facilitate learning and achievement.
- Training 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 TAE40110 Certificate IV in Training and Assessment or equivalent.
- Foster relationships with Students based on mutual trust and respect. Access and equity is provided to all Students and diversity welcomed.
- Consistently implement inclusive and safe learning environment (including, but not limited to those suitable for First Nations people) that foster participation, learning and achievement
- Will engage in professional development activities relevant to their teaching.
- Will employ RTO policies and procedures when training and assessing.
- Will treat all Students in a fair and equitable manner.
- Will treat Students in a non-discriminatory manner.
- Are fully informed of their roles and responsibilities.



Student support services

Gippsland Institute of Technology ensures that:

All Students will be supplied access to the following information and support resources:

- A Student information handbook to facilitate informed decision making pre enrolment
- Different types of issues that a Student may encounter during their enrolment which may require the Student to access support services
- Available internal and external academic, language, literacy, numeracy, digital literacy, and personal/ welfare support services
- Staff contact details
- How to access support services
- Facilities, resources, equipment and materials available during their enrolment.
- Course withdrawal/ cancellation fees and terms.
- Complaints and appeals policy and procedure.
- Procedure for providing feedback on any area of RTO operations.

Management

Gippsland Institute of Technology ensures that:

- The provision of high-quality training and assessment is (RTO name) principal purpose.
- All decisions will be informed by appropriate stakeholders to ensure that high quality and inclusive 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 the RTO and the Studentele.
- It employs a fair and equitable systematic approach to recruitment, induction, and professional development of its staff.
- A culturally safe learning environment is provided both on and off site to facilitate Student learning
- It maintains appropriate insurances.
- It will inform the regulator of any significant changes to the control, senior management, and scope of the RTO.
- 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 the 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 will communicate all appropriate information relating to academic and support services to Students in a timely manner.

Administration management

Gippsland Institute of Technology ensures that:

- AVETMISS data stored for a period of 30 years.
- Original copies of assessments are stored for a period of two years from the date of course completion.
- Enrolment and administrative documents related to a Student enrolment are stored for a period of two years from the date a student completes their course.
- Student and staff personal records will be 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.
- A certificate and record of results will be awarded to Students who successfully complete all of an AQF qualification in which they were enrolled. e.g. a Certificate III level course.
- A statement of attainment will be awarded to Students who successfully complete some but not all of the units in the course in which they were enrolled.
- A statement of attainment will be awarded to Students who successfully complete a course that includes an individual unit of competency in which they were enrolled.
- Statements of attainment and certificates are provided in a timely manner.
- Statements of attainment and certificates contain the required information.
- Only issues qualifications to Students who possess a unique student identifier.

Student code of Conduct

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 culturally 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 or plagiarism.
- Submit work when required.
- Meet the terms of enrolment.
- Attend all classes.
- Participate in course learning and assessment activities.
- Follow all staff instructions during learning and assessment activities.



- 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 all fees owing when requested
- Comply with all expectations related to Students as indicated in this Gippsland Institute of Technology Code of Conduct
- Not abuse, harass or display any form of violence to other Students or Gippsland Institute of Technology staff
- Not bully other Students or staff
- Not display threatening behaviour towards other Students or staff
- Not act in a manner that adversely impacts the general well-being of other Students and staff
- Not act in a manner that adversely impacts the learning and/ or assessment of other Students
- Not damage Gippsland Institute of Technology equipment, facilities or materials
- Not damage other Students or staff belongings
- Not steal any item belonging to staff, Students or Gippsland Institute of Technology
- Not engage in illegal activities in, or around Gippsland Institute of Technology premises

Creation/ Revision Date	Comment	Created/ Revised by
01/07/2025	Policy and procedure created	CEO