Code of Conduct Policy

1. Purpose

The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements of the RTO Connect Pty Ltd t/a Australian Study Link Institute hereinafter referred as ASLI. It supports the creation of a safe, inclusive, and respectful learning environment that upholds ASLI's obligations under the RTO Standards 2025, the ESOS Act 2000, and the National Code 2018.This includes promoting respectful interactions among students and staff, preventing harassment and discrimination, and ensuring compliance with student visa conditions. This includes prevention of all forms of vilification, including behaviour based on race or religion, including antisemitism. It also includes supporting cultural safety for Aboriginal and Torres Strait Islander learners, and fostering inclusion of learners with disability, neurodiversity, or those from diverse backgrounds and life experiences, in alignment with Standard 2.6 of the RTO Standards 2025.

2. Responsibility

The Training Manager and Campus Manager will be responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements. They are also responsible for monitoring student behaviour in accordance with Standard 2.6 of the RTO Standards 2025, and ensuring overseas students are supported per Standard 6 National Code 2018.

3. Requirements

Students are required to adhere to ASLI student Code of Conduct at all times. The right to a learning environment that is free from bullying, sexual harassment, gender-based violence, and abuse, in accordance with the Equal Opportunity Act 2010 and ASLI's Student Welfare and Wellbeing Policy.

The Training Manager and Campus Manager must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Conduct.

Any decision by the Training Manager and Campus Manager in relation to student discipline can be appealed using the Student Complaints and Appeals procedure. Appeals must follow the process outlined in ASLI's Feedback, Complaints and Appeals Policy, in accordance with National Code 2018 and RTO Standards 2025.

The Student Code of Conduct requires the following rights and expectation to be respected and adhered to at all times.

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of discrimination, harassment, and vilification, including conduct based on race, religion, ethnicity, or belief, including antisemitism.

- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and the Institute property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times
- The expectation that students will not engage in copyright breaches, cheating or plagiarism (Cheating, plagiarism, or assessment fraud is considered a breach of academic integrity and may impact course progress, in line with RTO Standards 2025 and ASLI's Academic Integrity and Misconduct Policy.)
- The expectation that students will submit work when required.
- The expectation that students will not engage in any form of discriminatory, harassing, or vilifying behaviour, including antisemitism or conduct targeting individuals or groups based on race, religion, or cultural background.
- The expectation that students will at all times meet the requirements, terms and conditions contained in the Student application and enrolment form including payment of fees.
- The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified in the Student application and enrolment form. (This requirement supports visa compliance under Standard 8 of the National Code 2018 and the ESOS Act 2000.)

4. Definitions

This Code of Conduct must be read in conjunction with ASLI's Academic Integrity and Misconduct Policy, Student Welfare and Wellbeing Policy, Critical Incident Policy, and Feedback, Complaints and Appeals Policy. Definitions of key terms relevant to this procedure such as suspension, cancellation, and academic misconduct are outlined in the above policies and the ASLI Student Handbook, in accordance with the RTO Standards 2025

5. Method

For non-compliance with the Student Code of Conduct the following procedure for discipline will be followed except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Before any

expulsion (cancellation of enrolment) takes effect, the student will be informed in writing of ASLI's intention and the reasons and given 20 working days to access ASLI's internal complaints and appeals process. The student may continue to attend class during this period unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk (National Code 2018).

- A member of the Institute staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 1)
- ASLI will ensure that any behavioural concerns are addressed with procedural fairness, including the student's right to be heard and to respond to allegations before any disciplinary outcome is applied.
- Where there is a second breach of the Student Code of Conduct, students will be invited for a personal interview with the Training Manager and Campus Manager to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 2)
- Should a third breach of the Student Code of Conduct occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Conduct still continue, a student cancellation warning letter. The student must be informed in writing of the reason for the proposed cancellation and their right to appeal the decision.
- If a student fails to attend a scheduled disciplinary meeting without reasonable explanation, ASLI may proceed to make a decision about the alleged misconduct on the information available. Any resulting suspension or cancellation will follow the 20-working day notice and appeal process below. ASLI will ensure students are given a reasonable opportunity to explain their absence or provide evidence before any decision is finalised.
- If ASLI intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to ASLI. If the appeal is not upheld or the student withdraws from the appeal process, then ASLI must report the student to Department of Education and the Department of Home Affairs (DHA) via PRISMS. This process complies with National Code 2018 Standard 9. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.

- Students may request to have a support person present during any disciplinary interviews or meetings, and may access student support services, including referral to counselling, throughout the disciplinary process.
- Suspension or cancellation of your enrolment has to be reported to the Department of Education via PRISMS (which shares it with the Department of Home Affairs) and may affect the status of a students' VISA. It is the student's responsibility to contact Department of Home Affairs for information on how a change to enrolment may impact their visa status.
- At any stage of this procedure students are able to access ASLI Feedback, Complaints and Appeals procedure to settle any disputes that may arise. ASLI ensures that all feedback, complaints and appeals are handled promptly, fairly, and without bias in accordance with RTO Standards 2025.

6. Review and Continuous Improvement

ASLI is committed to the continuous improvement of its policies and procedures. This Code of Conduct Policy will be reviewed at least annually or when legislative or regulatory changes occur, to ensure its ongoing relevance and alignment with:

- Standards for RTOs 2025 via Australian Skills Quality Authority: https://www.asqa.gov.au
- National Code 2018: https://www.legislation.gov.au/Details/F2017L01182
- Education Services for Overseas Students (ESOS) Act 2000: https://www.legislation.gov.au/Series/C2004A00757

All updates to this policy will be communicated to staff and students via ASLI's website, orientation programs, and internal communication channels.

Any feedback from students or staff regarding this policy can be submitted through ASLI's Feedback, Complaints and Appeals process, and will be used to inform future reviews of this policy.

7. Policy Acknowledgement

All students are made aware of this policy during the enrolment and orientation process. It is also accessible via the ASLI website and Student Handbook.

Staff are responsible for supporting students in understanding and adhering to this policy and referring them to the Student Handbook or Student Support Officers when clarification is required.

*All records will be managed in accordance with the Privacy Act 1988.