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Student code of conduct

The Student Code of Conduct outlines the expected standard of behaviour for students.

You have the right to participate in activities free from behaviour that may impair learning, safety and well-being. You are responsible for ensuring that you do not adversely affect the learning, safety and well-being of any other individual.

You are expected to treat others courteously and with consideration at all times, including respecting personal boundaries

The conduct expected is outlined in more detail below.

Dress standards

You are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace. You are also expected to wear any PPE (Personal Protection Equipment) as required by your course.

Alcohol and drugs on college premises

North Metropolitan TAFE premises are ‘Smoke Free.’ This includes, but is not limited to: all owned or leased buildings, structures, outdoor areas, grounds, car parks and vehicles. Smoking in public places is restricted by law.

Smoking/vaping is forbidden throughout North Metropolitan TAFE premises and facilities, including all outdoor areas, and areas immediately outside entrances to North Metropolitan TAFE campuses. This includes the land area up to College boundaries and 5 metres from any building entrance or 10 metres from any air intake for ventilation equipment (i.e. air conditioning systems or windows).

Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances are not permitted to be used in any area where smoking is restricted. This is regardless of the substance included in the vaporising liquid.

Smoking on college premises

Smoking/vaping is forbidden throughout North Metropolitan TAFE premises and facilities, including all outdoor areas, and areas immediately outside entrances to North Metropolitan TAFE campuses.

Eating and drinking on college premises

Eating and drinking is restricted to the canteen and communal, uncarpeted areas and is not permitted in classrooms or the libraries.

Occupational health and safety

North Metropolitan TAFE is committed to promoting a safe and healthy work and study environment and recognises its obligation under the *Occupational Safety and Health Act 1984* (OS&H Act) to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards. The OS&H Act also requires individuals to take responsibility for contributing to their own safety in all circumstances.

Conduct dangerous to others

Conduct, which constitutes a danger to anyone’s health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, victimisation or bullying (including cyber-bullying), possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach of our By-laws. This applies not only in classrooms, but in all parts of North Metropolitan TAFE and during field trips or on work placements. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, and offensive or which unreasonably disturbs other groups or individuals is prohibited. Mobile phone use during class time that is disruptive to the lesson or inappropriate is unacceptable behaviour. This includes but is not limited to unauthorised recording of dialogue, taking of photographs or filming.

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property is a violation of the Student Code of Conduct.

Compliance with published policy

Policies have been developed to guide you in the use of some of the facilities within North Metropolitan TAFE. You should make yourselves familiar with these policies, as you are required to comply with them if you use those facilities.

They include:

- Authorised Use of Computing Facilities
 - You must abide by the “Acceptable use of IT services by students” that are outlined in the policies and responsibilities section of the website.
- Conditions of Use of Libraries
 - You must abide by the Library Conditions of Membership that are displayed in all Libraries and on the library section of the website.

Academic misconduct

Academic misconduct includes:

- Regular lateness in attending classes and lateness in submitting assignments and assessable work.
- Failure to attend required classes or other contact sessions.
- Failure to submit assessable work according to deadlines.
- Cheating – gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment.
- Plagiarism – taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and is not acceptable.
- Collusion – two or more students exchange or share work and claim it as their own individual effort.
- Uploading an NMTAFE assessment to a website or system with the intention of sharing it with others.

Copyright

You may only copy materials in accordance with the *Copyright Act 1968* and you must comply with licences for the use of intellectual property, including software.

Confidentiality

As a student, you may be required to attend practical work experience placements as part of your studies. In the course of these placements, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result of a placement.

Sanctions

Behaviour contrary to the Student Code of Conduct often also constitutes a breach of our by-laws. There are a number of sanctions (penalties) that can be imposed on people who breach the College's By-laws including fines, suspension, expulsion or other exclusions, and withholding results.

A major breach such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion. In this instance a suspension may be applied immediately and this may impact on your ability to continue or complete your studies.

For minor breaches of the Code of Conduct you will receive a warning asking you to rectify your behaviour. This may be a verbal reminder of the expected behaviour or an official written warning. Sanctions may be applied, including suspension for consistent minor breaches of the Code of Conduct.

External authorities, such as the police, may be involved, in addition to any action taken under the by-laws, where a student's conduct breaks the law.

Further assistance

If you have concerns about any aspect of our service, or suggestions about improving services, we want to know about them. You can bring your concerns or your suggestions to the attention of relevant staff by completing a [complaint or suggestion form](#) or ask at Student Services at any campus.

If you have any doubts about the matters covered in the Code of Conduct, you should ask your lecturer or another staff member for assistance. Security staff are also available at some campuses to protect both property and people. They are available to you for assistance in any matter of access or security. Security staff will contact police and other emergency services if necessary.

Office 365

Blackboard

Library

Key dates

Staff links

Make 2022 for you

Applications
for some
full-time
courses
starting in
Semester 1,
2022 are
still
available.

Find out
more

Contact us

1300 300 822

enquiry@nmtafe.wa.edu.au

Find a campus



RTO Code: 52786 ABN: 23 489 495 403

wa.gov.au

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North Metropolitan TAFE acknowledges the Aboriginal peoples of Western Australia as traditional custodians of the lands and waters. We particularly acknowledge the Noongar Whadjuk people on whose land NMTAFE operates. We honour their wisdom, cultures, languages and communities and pay respect to the Elders past and present.

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