

## LEARNER CODE OF CONDUCT

This Code of Conduct applies to all Learners enrolled in any course offered by Rexcel Training and formalises expectations of Learners whilst undertaking their studies. The policy has been founded upon our collective (Learner and Staff) expectations of:

- Friendliness, honest communication, cooperation and respect;
- A spirit of inquiry, originality, innovation and excellence, and
- Mutual obligation, accountability and transparency.

### Learner Responsibilities

- Rexcel Training expects Learners to align with the following responsibilities to:
  - Be aware of all rules concerning the terms and conditions of their enrolment and use of facilities. This means Learners are to follow the rules, policies and procedures;
  - Respect all property and facilities including computers and resources and to respect the rights of others using these facilities;
  - Maintain academic integrity and to respect and comply with the conventions of academic learning, and
  - Not engage in fabricated complaints or grievances where there are no demonstrable or substantiated grounds for complaint.
  - Abide by all rules and requirements of Rexcel Training and respond to all lawful and reasonable directions from staff;
  - Be aware that all forms of academic dishonesty or misconduct are unacceptable and that they may take measures to ensure compliance;
  - Use all equipment and resources appropriately, legitimately and safely following all relevant health and safety requirements;
  - Follow the recognised policy and procedures for complaints, grievances and appeals;
  - Be considerate in how they use their mobile phones and electronic equipment in order not to disturb or disrupt teaching and other operations.

### Standards of behaviour – Punctuality, Time and Study Commitments

- Learners are informed that they must consider the following:
  - Attend classes as required and submit work in a timely manner;
  - Be well informed about courses and course requirements and to plan accordingly;
  - Take responsibility for learning and to accept responsibility for moving towards intellectual independence;
  - Monitor their own progress in the teaching and learning environment and academic program;
  - Prepare for and actively participate in learning experiences such as discussion and debate;
  - Incorporate feedback into their learning experience and be aware of the specific rules and course requirements applying to their course of study, and
  - Conduct selves in a professional manner while undertaking professional placement and fieldwork and respect the confidentiality of Learner or commercial information made available to them as part of their placement.

➤ **Learners are advised to:**

- Provide honest constructive feedback to Rexcel Training on the quality of teaching and services via formal methods (learner evaluation forms) and, when appropriate, informally
- Participate actively contribute to the committees on which they are representatives or members;
- Work with the other Learners to improve the overall experience of learning and development.
- Treat staff and other Learners with respect and courtesy;
- Promote a safe environment at all times when at Rexcel Training and/or the Host Organisation;
- Show awareness of sensitivity towards other cultures, and
- Respect the opinions of others and to engage in rational debate in areas of disagreement.

➤ **The following behaviour is not allowed:**

- Unlawful and/or violent and/or unsafe disruptions of training, periods of instruction or other learning-based activities;
- Bullying, assaulting, harassing, intimidating or displaying aggressive, disruptive or ill-mannered behaviour towards others;
- Interfering with, or causing wilful or negligent damage of any property;
- Theft of property or any personal property;
- Attending under the influence, or being in possession, of alcohol, drugs or any prohibited substance, and
- Discriminating against any Rexcel Training staff and other Learner.