

## LEARNER CODE OF CONDUCT

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

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

### Learner Responsibilities

Rexcel Training expects students 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 Students 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.
- 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 including COVID-19 directions as stated by the health authorities in each state.
- 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 business operations.
- Mobile Phones may only be used during Training if the student has gained permission or it has been an instruction of the Trainer.
- Participate actively and contribute to the courses on which they are representatives or students.
- Work with other students to improve the overall experience of learning and development.
- Treat staff and other Students with respect and courtesy.
- Always promote a safe environment when at Rexcel Training and/or the Host Organisation.
- Show awareness of sensitivity towards other cultures.
- Respect the opinions of others and to engage in rational debate in areas of disagreement.

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

Students 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.
- 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.

## Learner Dress Code

Rexcel Training expects a standard of dress code to be upheld for all persons enrolled into our course and that they are appropriately groomed, and personal hygiene is at a professional standard at all times.

**Business/Retail/ Students are required to wear** proper business attire including enclosed shoes, black or navy pants such as slacks and a professional business shirt, polo or button up top. Skirts and shorts must be of an appropriate length.

Please note: Jeans, leggings, miniskirts, jeggings, t-shirts, shirts without collars, singlets, crop tops and footwear such as flip-flops, sneakers, and sandals are not appropriate business attire.

## Warehousing Operations/Forklift/White Card Students are required to:

- Wear appropriate steel capped boots.
- Wear navy blue or black work pants, pants must be secured using a belt.
- Wear High Visibility shirt.

Our facilities provide services to a range of students and facilitate activities that include local employers and other stakeholders. To ensure we maintain a professional environment, and maintain a comfortable learning environment for all students, our presentation is important in upholding a professional standard.

Failure to uphold the safety dress code may result in:

- Exclusion from simulated activity that required appropriate clothing and PPE to be worn.
- Exclusion from external site visits to employers and or industry stakeholders.
- Exclusion to participate in normal Rexcel Training activities.

If for any reason, personal circumstances restrict your ability to meet the above dress code, please speak to your Trainer, or any Rexcel Training staff member to discuss options.

**Rexcel Training will not tolerate the following behaviour**

- 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.
- Discriminating against any Rexcel Training Staff or other Students.