STUDENT CODE OF CONDUCT

Date Approved:	30 November 2022
Date Effective:	1 January 2023
Policy Category:	Student
Policy Owner:	National Manager Project Operations, Student Support.

Student life at SEDA should be a rich and positive experience centred on engagement. within industry and vocational areas of development. The Student Code of Conduct aims to foster SEDA values and encourage active engagement between SEDA and the student within the contexts of professional practice, teaching and learning, industry experience and the life of the SEDA community.

The purpose of this Code of Conduct is to underpin the SEDA student experience and to define the partnership that exists between students, the staff who teach them and the broader Industry partners and college communities. This code outlines what it means to be student member of the SEDA community and student responsibilities and expectations.

Our values guide every interaction we have with our stakeholders.
All members of the SEDA community are expected to value:

Integrity: to act with transparency, honesty, and fairness, to own decisions and behaviours.
Innovation: to encourage new thinking, listen to ideas and have an open mind.
Professionalism: to deliver on commitments, set high standards, give the best and be consistently reliable.
Collaboration: work together willingly, share challenges and successes.

Student expectations

Students should expect the following from their experience at SEDA:

As an individual:

- ❖ To be treated respectfully, fairly, and equally irrespective of disability, gender, sexual orientation or cultural background.
- ❖ To be motivated, inspired, challenged, and stimulated for the duration of their course of study.
- ❖ To be valued and heard.

❖ To receive protection of privacy and confidentiality of information.

As a student:

❖ To be able to participate in relevant and industry defined up to date practice via well designed curriculum and best practice principles.
❖ To obtain consistent and clear information regarding policies and procedures.
❖ To be supplied with an effective mechanism for providing feedback on learning and being able to request review of grades without fear of recrimination.
❖ To receive close engagement with industry-based colleagues and partners who are experts in their fields.
❖ To participate in a vibrant, engaged learning environment supported by responsive academic staff and student support.
❖ To be provided with guidance and instruction from confident and competent teachers who are motivated and accessible and provide timely direction and feedback on performance via SEDA's MyPLAN.
❖ To receive ready access to support services and intervention strategies for ensuring academic, professional, and personal success.
❖ To be provided with excellent teaching and learning resources and services that promote academic and industry activity and differing learning requirements.
❖ For all SEDA staff to interact with students with honesty, integrity and in a timely manner.
❖ The provision of a student-centered approach to all services including information technology, digital learning, and student support.
❖ A safe and healthy learning environment.

As a developing industry professional:

❖ To be provided with opportunities for career development via established educational pathways, industry partnerships and an evolving MyPLAN portfolio developed throughout the student lifecycle towards graduation.
❖ To be well prepared for future employment and *life ready learning.*
❖ To be provided with the opportunity to continue to be involved in Alumni and SEDA events after graduation.

Student responsibilities

SEDA expects students to take on the following responsibilities as members of the SEDA community:

As an individual:

❖ To be respectful, fair and value equality irrespective of disability, gender and sexual orientation or cultural background to all members of the SEDA community.
❖ To be motivated, inspired, challenged, and stimulated for the duration of their course of study.

❖ To ensure that others within the SEDA community are valued and heard.
❖ To provide members of the SEDA community with protection of privacy and confidentiality of information.

As a student:

❖ Respect the cultural background of this land and its indigenous Aboriginal and Torres Strait Islander owners.
❖ Be well informed about course requirements and seek academic assistance if in doubt.
❖ Ensure and maintain course progression (as per the **Academic Progression Policy**) and attendance as per the requirements of their course of study and regulatory bodies and professional associations.
❖ Abstain from plagiarism, collusion, or cheating.
❖ Abstain from bullying, harassment, and any other unlawful behaviour whilst at SEDA, or whilst representing SEDA externally.
❖ Accept and act on the advice and feedback given regarding academic and non-academic performance.
❖ Prepare diligently for all qualifications, future professional practice, and **life ready learning.**
❖ Fully accept and understand the annual fee schedule which is published ahead of each calendar year including VET Student Loan (VSL) requirements.
❖ Accept full payment of fees is expected at the commencement of each area of study.
❖ Take responsibility for own behaviour, education and self-directed learning including, incorporating constructive feedback in their learning.
❖ Actively engage as diligent learners and participate in all teaching and learning activities including submission of all assessments in a timely manner.
❖ Be informed of all current SEDA policies and procedures, support services and academic requirements and seek guidance if unsure.
❖ Responsibly observe all SEDA's policies and procedures.
❖ Support continuous improvement through the provision of honest and constructive feedback on academic and support services.
❖ Always display professional conduct while undertaking study, work integrated learning, industry events and other educational exchanges, including wearing SEDA uniform (if applicable) and caring for SEDA and industry partners property and equipment.
❖ Use all equipment and resources appropriately, legitimately, and safely following all work health and safety requirements.
❖ Abstain from alcohol and other drugs at SEDA, including smoking (inclusive of electronic cigarettes)

As a developing industry professional:

❖ To pursue academic activity and professional practice which contribute positively to the profile of SEDA and the profession at large.
❖ To be actively involved in continuous improvement, and professional development that reflects current regulatory and association requirements.
❖ To contribute to the local community and create partnerships in a manner that is representative of SEDA values.

Version Number	Date Approved	Effective Date	Owner	Summary of Change(s)
1.0	1/01/2014	1/01/2014	GM	Student Handbook
2.0	30/11/2022	1/01/2023	NMPOSS	Removal from Student Handbook to develop standalone Code and linked polices such as Academic Progression Policy and Student Misconduct Policy. Additional responsibilities added including those of SEDA to the student. Inclusion of RTO responsibilities to student in alignment with Registration Standards.