



**North
Metropolitan**

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North Metropolitan TAFE **Student Code of Conduct**

Acknowledgement of Country

North Metropolitan TAFE (NMTAFE) recognises Australian Aboriginal and Torres Strait Islander Peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society. We acknowledge the Noongar People, the traditional custodians of the lands on which our campuses are located, and pay our respects to ancestors and Elders past and present.

We support the Uluru Statement from the Heart and embrace the invitation to walk alongside Aboriginal people in a movement for a better future for all Australians.



The design of this code of conduct is inspired by NMTAFE staff member and Aboriginal artist Brody Campbell's artwork "Bidee" (pictured left).

Bidee (path) depicts personal journeys and the broader landscape and imitates how NMTAFE influences both.

Bidee is a combination of new and traditional art. The photograph of Noongar Boodjar is overlaid with a digital yet traditional style of art. The artwork has vibrant colours that symbolises NMTAFE's energy, knowledge, creativity, and growth.

The yarning circles represent NMTAFE's campuses, each unique yet united by a shared purpose. Travel lines, like life's journeys, crisscross to show the diverse directions, guiding individuals to new horizons.

Bidee is a tribute that captures NMTAFE's impact. It tells stories of exploration, embraces various paths, and highlights the blend of nature, training, growth, and creativity.

It encourages everyone to learn, grow, and journey together.

"Bidee" – Brody Campbell, 2023.

Student Code of Conduct

Welcome to the Student Code of Conduct for NMTAFE. This code is designed to ensure your study occurs in a respectful, safe, and engaging learning environment.

The learning environment refers to an educational approach, cultural content, or physical setting in which teaching and learning occurs; which includes a classroom, workshops, work placement, online and other training activities. NMTAFE provides an educational environment in which all students are welcome, feel safe and can learn without disruption.

Expectations for student conduct are provided on the following pages.



Inclusive Behaviour

Our focus is on ensuring that all staff and students feel welcome to engage in training. We encourage behaviours that contribute positively to our learning spaces which includes; maintaining respect in classrooms, respecting the requisite environment necessary for learning, and engaging in conduct that is respectful and considerate to others.

We ask that mobile phone use be aligned with educational purposes and not distract from the learning experience. Additionally, we uphold the importance of respecting privacy, which means refraining from unauthorised recording or photography.

Safe and Respectful Behaviour

We foster a community where respect and safety are core values. We encourage courtesy and good manners. Conduct that undermines this, including physical and verbal abuse, violent, threatening, indecent and dangerous behaviour, harassment, discrimination, victimisation, bullying, (including online actions or activities), or the possession of dangerous weapons, is not aligned with our values and is not acceptable.

Work Health and Safety

Our commitment to your safety is paramount. By adhering to the Work Health and Safety Act 2020, we aim to provide a secure and hazard-free environment, and we invite you to join us by taking responsibility for your own safety and health.

Security staff are visible and available, ensuring the protection of both property and individuals. They are there to assist you with any access or security concerns you might have. Staff or students should contact police or other emergency services if required.

Academic Integrity

We require behaviours that support academic integrity, including:

- Punctuality to class and/or work placement.
- Submitting assignments and assessments by the due dates.
- Actively participating in all required classes and contact sessions.
- Engaging in assessments with honesty and integrity, without resorting to deception, cheating, or breaching assessment rules.
- Showcasing your original ideas, writing, and work, and appropriately acknowledging the sources of any information or ideas not your own (avoid plagiarism).
- Working collaboratively with integrity, ensuring that any shared work is appropriately represented and credited.
- Keeping NMTAFE assessments within the intended academic context and not uploading them to external websites or systems.

Respect of College Property

Respecting college property is an essential part of our community standards. Acts of misuse, unauthorised use, damage, theft, defacing, or vandalism detract from our learning environment and are not in keeping with the values we uphold and are a breach of this code.



Alcohol and Drug Free College

Our commitment to a safe and conducive learning environment means refraining from being under the influence of alcohol or illicit drugs on campus. We prioritise your well-being and focus to ensure that our campuses remain a safe space where everyone can learn and grow without the influence of such substances. The possession, use and sale of illicit substances is forbidden.

Smoke Free College

In line with our dedication to health and wellness, NMTAFE is a 'Smoke Free' zone. This includes all forms of smoking (electronic cigarettes, vape pens, or other devices), ensuring our campuses remain clean, healthy, and welcoming for all. This means no smoking on all college premises including buildings, outdoor areas and car parks.

Eating and Drinking on Campus

To maintain cleanliness and safety, we encourage eating and drinking only in designated areas. Please try to discard waste in a sustainable way. This helps in creating a pleasant and hygienic campus for all to enjoy.





Dress Standards

We encourage you to wear clothing and footwear that reflects the professionalism of your chosen field, are appropriate for your course and also meet the industry or workplace standards. You will be informed about any specific requirements including uniforms, personal protective gear and other mandatory items to ensure your readiness and safety.

Compliance with Policies

Staying informed about our policies helps you make the most of the facilities and resources available to you. We encourage you to familiarise yourself with these policies, some of which include:

- **Authorised Use of Computing Facilities** ☑ Engage with our IT services confidently by adhering to the “Information Services Acceptable Use Policy (Student)” policy. This policy is outlined in detail on our website and is there to ensure you can safely and effectively use our computing resources.
- **Conditions of Use of Libraries** ☑ Our libraries are valuable sources of knowledge, and by following the Library Conditions of Membership, you can make the most of these resources. These conditions are readily available in all our libraries and on the library section of our website.
- **Copyright Act 1968** ☑ Respect for intellectual property is vital. Copy materials in accordance with the Copyright Act 1968, to ensure you comply with all licenses related to intellectual property, including software.
- **Confidentiality:** As part of your classroom learning and practical work experience placements, you might handle confidential information. This is an opportunity to demonstrate professionalism by upholding the confidentiality of sensitive information, whether encountered during placements or in classroom sessions.

Sanctions

Breaches of the Student Code of Conduct can result in formal actions and penalties. You may be asked to leave the learning environment. Penalties can include fines, suspension, expulsion, other forms of exclusion, or withholding of academic results.

For serious breaches such as assault, theft, wilful damage, or other unlawful activities, immediate suspension or expulsion is likely. Such actions can significantly affect your ability to continue or complete your studies.

If you commit a minor breach, you will first receive a warning to improve your behaviour. This could be a verbal reminder or a formal written warning. Repeated minor breaches might lead to further sanctions, including suspension.

Additionally, we may need to involve the police or other external agencies alongside any measures taken according to our by-laws.



Further Assistance

Your understanding and adherence to the Student Code of Conduct are essential for a positive and productive learning experience.

If you have any questions or need further clarification, please do not hesitate to reach out to our Lecturers, Head of Programs, Principal Lecturers or other staff. If you have any concerns after speaking with your lecturer or another staff member, we encourage you to use our Feedback and Complaints process.

For more information on how to proceed, please visit our website:

northmetrotafe.wa.edu.au/complaints-and-feedback 

