



**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.



Bidee is a special artwork by Brody Campbell. Brody is an Aboriginal artist and NMTAFE staff member. It shows how NMTAFE helps personal journeys and the wider community.

The artwork mixes new and traditional styles. It has a photo of Noongar Boodjar with digital art. The bright colours represent NMTAFE's energy, knowledge, creativity, and growth.

The yarning circles represent NMTAFE's campuses. Each campus is special but shares a common goal. The travel lines show different life paths, showing people to new horizons.

Bidee celebrates NMTAFE's impact. It tells stories of exploration, embraces various paths. It also shows the blend of nature, training, growth, and creativity. It helps everyone to learn, grow, and journey together.

"Bidee" – Brody Campbell, 2023.

Student Code of Conduct

Welcome to the NMTAFE Student Code of Conduct. This guide helps make sure your study is respectful, safe, and engaging.

The learning environment includes classrooms, workshops, work placements, online courses, and other training activities. NMTAFE makes a space where all students feel welcome, safe, and can learn without interruptions.

You can find the rules for student behaviour on the next pages.



Inclusive Behaviour

Inclusive means making sure everyone feels welcome. Behaviour means how people act.

We want everyone to feel welcome and included in training. We ask everyone to be kind, respect others, and help keep our classrooms a good place to learn.

Mobile phones should only be used if you need them as part of your learning. Please don't let them distract you or others. NMTAFE asks that you do not record what people are saying without having approval first. This also means not taking photos or videos without having permission first.

Safe and Respectful Behaviour

We value respect and safety.

We ask everyone to be polite and use good manners. Unacceptable behaviour, like hurting others, verbal abuse (saying mean things) or making threats are not allowed. We also will not accept people acting dangerously, bullying people (including online), discrimination and bringing weapons to the campus.

Work Health and Safety

Your safety is very important to us. We follow the Work Health and Safety Act 2020 to provide a safe environment. Please take responsibility for your own safety and health.

Security staff can help you with any access or if you feel unsafe. Contact police or emergency services if needed.

Academic Integrity

We expect behaviours that show academic honesty, including:

- Being on time for classes and work placements.
- Submitting assignments on time.
- Participating in all required classes.
- Being honest in assessments and not cheating.
- Using your own ideas and properly crediting others' work (Referencing)
- Being honest and doing the right thing when working in group projects.
- Keeping NMTAFE assessments private and not sharing them online.

Respect of College Property

It is important to take care of NMTAFE's property. Damaging, stealing or breaking things on purpose is not okay and goes against our values.



Alcohol and Drug Free College

To keep our campuses safe and a good place to learn, alcohol and illegal drugs are not allowed. We want everyone to feel healthy and ready to learn. Having, using, or selling illegal drugs is not allowed.

Smoke Free College

NMTAFE is a smoke-free zone. This means no smoking of any kind, including electronic cigarettes and vape pens, on all college grounds. This includes in our buildings, outdoor areas, and car parks. We want to keep our campus clean, healthy, and welcoming.

Eating and Drinking on Campus

Please eat and drink only in allowed areas to keep the campus clean and safe. These may include the cafes, student areas and outside areas. Throw away any rubbish properly to help us keep a clean and tidy environment that is clean for everyone.








Dress Standards

Wear clothes and shoes that are professional and suitable for your course. Follow the industry or workplace standards or speak to your lecturer if you need to know what this might mean. You will be told about any specific requirements like uniforms, safety gear, and other important items to ensure you are ready and safe.

Compliance with Policies

Knowing our policies helps you use our facilities and resources well. Some important policies include:

- **Authorised Use of Computing Facilities**  Follow the “Information Services Acceptable Use Policy (Student)” to use our IT services safely and effectively. Details are on our website.
- **Conditions of Use of Libraries**  Follow the Library Conditions of Membership to make the most of our libraries. These conditions are available in all libraries and on our website.
- **Copyright Act 1968**  Respect intellectual property by copying materials according to the Copyright Act 1968. This includes software.
- **Confidentiality:** During your classes and work placements, you might handle confidential information. Show professionalism by keeping this information private.

Sanctions

If you break the Student Code of Conduct, there can be penalties. You might be asked to leave the classroom and the campus. Penalties can include:

- Fines (having to pay money to NMTAFE)
- Suspension (not being allowed to come back to campus for a certain amount of time)
- Expulsion (not being allowed to come back to your course at all)
- Not getting your results
- Other exclusions (that will be explained to you if it happens)

For serious breaches like assault (hurting someone), stealing, damage, or other illegal activities, you might be suspended or expelled immediately. This can affect you being able to continue or finish your studies.

For minor breaches, you will first get a warning to improve your behaviour. This could be a verbal reminder (someone talking to you) or a written warning (getting a letter or email). Repeated minor breaches might lead to more penalties, including suspension.

We might also involve the police or other agencies if needed.



Further Assistance

Understanding and following the Student Code of Conduct is important for a good learning experience.

If you have questions or need help, talk to your Lecturers, Head of Programs, Principal Lecturers, or other staff. If you still have concerns, use our Feedback and Complaints process.

For more information, please visit our website: northmetrotafe.wa.edu.au/complaints-and-feedback 