



1. Purpose and Scope

This code ensures that all students maintain respectful, professional, and responsible behaviour during their time at Axial International College. It fosters a safe, inclusive, and productive learning environment in compliance with the 2025 Standards for Registered Training Organisations (RTOs) (ASQA), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (CRICOS), and the Education Services for Overseas Students (ESOS) Act 2000.

2. Policy

Axial Training is committed to ensure students agree to adhere to the following standards at **each of Axial campuses:**

1. Respect for Others

- Treat all staff, students, and visitors with respect and courtesy, fostering a harassment-free and inclusive environment.
- Avoid any form of discrimination, bullying, or harassment, including verbal, physical, or online misconduct.

2. Classroom and Training Conduct

- Arrive on time, prepared with required materials, and actively participate in training sessions.
- Wear appropriate attire, including Personal Protective Equipment (PPE) for workplace training as outlined in the course requirements.
- Follow all lawful and safety-related instructions provided by Axial staff to comply with ASQA standards and workplace health and safety (WHS) laws.

3. Behaviour Standards

- Refrain from disruptive, offensive, or aggressive behaviour, including verbal or physical aggression.



Student Code of Conduct Policy and Procedure

- Uphold academic integrity by avoiding cheating, plagiarism, or any other dishonest practices.
- Abstain from attending classes or training under the influence of drugs, alcohol, or other substances that may impair judgment or performance.

4. Attendance and Participation

- Maintain a minimum of 80% attendance for all scheduled classes in accordance with CRICOS attendance requirements.
- Notify Axial's Student Support team by 8:00 am if unable to attend a class or training session. Provide a medical certificate for absences due to illness.
- Notify trainers or support staff at least 24 hours in advance if unable to attend scheduled vocational placements.

5. Facility and Equipment Usage

- Use Axial facilities and equipment responsibly, avoiding intentional damage or misuse.
- Follow campus rules, including smoking only in designated areas during allocated breaks, in compliance with WHS policies.

6. Social Media and Communication

- Avoid making negative or defamatory comments about Axial staff, students, or programs on social media. Direct any complaints or concerns through Axial's *Complaints and Appeals Policy*.
- Use professional and respectful language in all communications, including emails, forums, and social media.

7. Personal Responsibility

- Take responsibility for personal learning and interactions with Axial staff and fellow students.
- Inform Axial immediately of changes to personal details (e.g., name, address, or phone number) as required under the ESOS Act.
- Ensure that all fees and charges are paid on time, as outlined in Axial's fee structure.



Consequences for Breach of Conduct

Non-compliance with this Code of Conduct may result in disciplinary actions, including but not limited to:

- **Warnings:** Issued verbally or in writing for minor breaches.
- **Suspension or Expulsion:** Applied for repeated or severe violations of the Code of Conduct.
- **Reporting to Authorities:** In cases involving criminal behaviour, visa conditions breaches, or threats to public safety, relevant authorities, including ASQA or the Department of Home Affairs, will be notified.

3. Procedure

This process outlines the steps to ensure students understand, adhere to, and are held accountable under the *Student Code of Conduct*. It ensures compliance with ASQA, CRICOS, and the ESOS Act while promoting a safe and respectful learning environment.

Step-by-Step Process

Student Orientation and Agreement

During Orientation/enrolment: Provide all students with the *Student Code of Conduct* in the relevant student handbook. Explaining behavioural expectations, attendance requirements, and consequences for breaches.

Student Agreement: Students' acknowledgment they have received student handbook and confirm they understand and agree to the Code of Conduct.

Responsible Parties: Student Support Officers, Trainers

Monitoring and Enforcement of Conduct

Behavioural Monitoring: Trainers and staff observe student behaviour during classes and training activities. Any instances of misconduct are documented and reported to the Student Support Team.



Attendance Monitoring: Track attendance to ensure compliance with CRICOS minimum attendance requirements (international student only). Investigate repeated absences or tardiness.

Responsible Parties: Trainers, Administration Team

Reporting and Addressing Breaches

Immediate Action: For minor breaches, staff issue a verbal or written warning and document the incident.

Escalation: For severe or repeated breaches, escalate the matter to the Compliance Officer for review and action.

Investigation: Conduct a fair and thorough investigation to gather evidence and determine the nature of the breach.

Responsible Parties: Trainers, Director – Compliance and Quality Assurance Officer

Disciplinary Action

Minor Breaches: Issue verbal or written warnings with corrective measures (e.g., apology, behaviour contract).

Major Breaches: Depending on severity, apply suspension, expulsion, or report the matter to relevant authorities (e.g., ASQA, Department of Home Affairs).

Notification: Notify the student in writing of any disciplinary actions, including the reasons, evidence, and appeal options.

Responsible Parties: Director – Compliance and Quality Assurance, Chief Executive Officer

Appeals Process

Inform students of their right to appeal decisions via *Axial's Complaints and Appeals Policy*. Address appeals promptly and provide a final decision within 10 working days.

Responsible Parties: Director – Compliance and Quality Assurance, Complaints Team

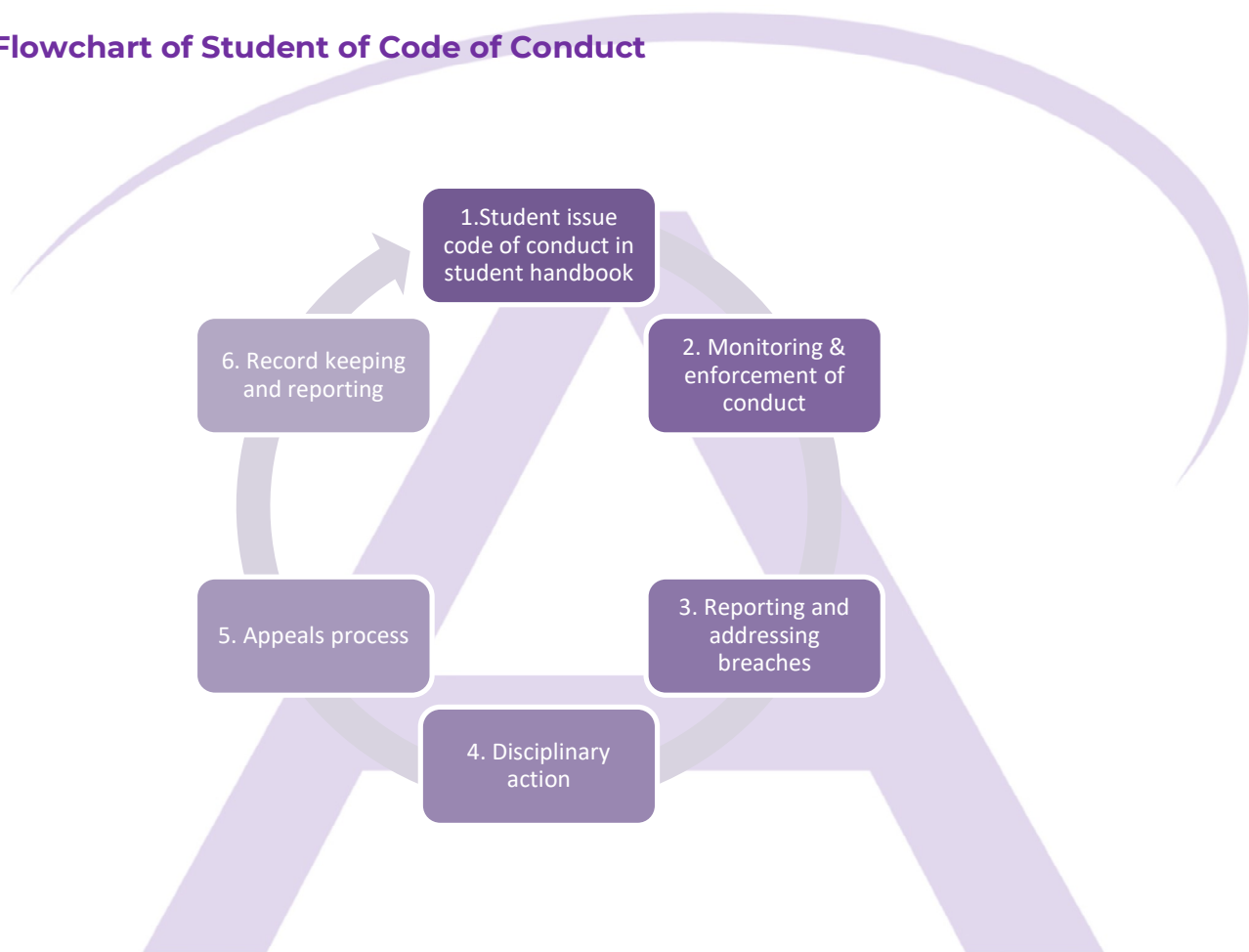


Record-Keeping and Reporting

Document all warnings, investigations, and disciplinary actions in the student's record. Report any significant breaches affecting visa compliance to the Department of Home Affairs via PRISMS.

Responsible Parties: Administration Team, Director – Compliance and Quality Assurance.

Flowchart of Student of Code of Conduct



Glossary

ASQA (Australian Skills Quality Authority): The regulatory body overseeing vocational education and training in Australia, ensuring compliance with the *2025 Standards for Registered Training Organisations (RTOs)*.

Attendance Requirements: The CRICOS-mandated minimum attendance of 80% for international students, ensuring satisfactory course progression.



Behavioural Monitoring: The ongoing observation and documentation of student behaviour to ensure compliance with the Code of Conduct.

Compliance Officer: The Axial staff member responsible for overseeing adherence to regulatory requirements and managing misconduct investigations.

CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students): A register ensuring Australian education providers meet strict standards for international students, including behaviour and attendance requirements.

Disciplinary Action: Measures taken by Axial in response to breaches of the Code of Conduct, ranging from warnings to expulsion.

ESOS Act (Education Services for Overseas Students Act 2000): Legislation governing the rights and responsibilities of international students and education providers, ensuring fair treatment and compliance.

Expulsion: Permanent removal of a student from Axial due to severe or repeated breaches of the Code of Conduct.

Investigation: A formal process to gather evidence and determine the validity and severity of reported misconduct.

Minor Breaches: Low-level infractions of the Code of Conduct, such as tardiness or isolated disruptive behaviour, typically resolved with a warning.

Major Breaches: Serious violations of the Code of Conduct, including harassment, academic dishonesty, or behaviour threatening safety, which may result in suspension or expulsion.

PRISMS (Provider Registration and International Student Management System): A government system for reporting student visa compliance, including breaches of attendance and conduct.

Student Acknowledgment: A signed agreement from students indicating their understanding of and commitment to the Code of Conduct.

Verbal Warning: An informal reprimand issued to a student for a minor breach, documented for future reference.

Written Warning: A formal notification issued for more serious or repeated breaches, outlining the behaviour and corrective measures required.