

## Student Code of Conduct

All students/course participants enrolled in any Gateway Training Academy course or using the services of Gateway Training Academy are required to maintain appropriate standards of conduct. Improper or inappropriate behaviour or conduct may result in immediate removal from your course, below are **examples of inappropriate behaviour and/or misconduct**. It includes but is not limited to:

- **Plagiarism**, copying, copyright infringement, cheating or submitting work which is not wholly your own composition or that is substantially from another source.
  - This include the use of generative AI (such as ChatGPT) which forms any substantial part of an assessment artefact submission. To clarify; AI content, influence or composition must not form a ‘substantial’ part of your submitted assessment.
  - Any and all parts of an assessment influenced or derived from AI **must be referenced accurately**, and, will not form part of the assessment overall wordcount (which is standard for any referenced material) used in the assessment submission.
- Continued **lateness**, inadequate or **inappropriate personal hygiene or attire** for class and/or work-placement.
- Not **attending an appropriate number of hours** either online or in person in course classes or work-placement which would be necessary to ensure sufficient learning to attempt assessments and meet the nominal hours required as per the Training Package and/or requirements of funding arrangements.
- Being affected by **alcohol, illicit drugs, or medication** (which may impair judgement) during or just prior to class or work-placement.
- **Smoking, vaping**, or the use of **prohibited or illegal substances** on work placement or at Gateway Training Academy facilities.
- Inappropriate, **offensive**, or **disruptive behaviour**, in class, at work placement facility or other public space. This includes abusive conduct, actions, verbal abuse, or hostile behaviour (including bad language).
- Any behaviour, action or inaction that disrupts the learning of other students unnecessarily.
- Physical **assault**, action, inactions, or **neglect** which may pose offence, threat or harm to students, staff or other people or animals including any behaviour which is perceived to be threatening or offensive.
- **Any action or inaction** which may be deemed as possibly causing **loss, harm, risk, damage or malfunction of any equipment, facility, resources**, assets, or personal property of any person or entity. This includes misuse of safety equipment, fire, safety and security systems, equipment and resources and police, ambulance, or fire emergency services.
- **Behaviour**, actions, or inaction which is **of a discriminatory, bullying, criminal or harassing nature**.
- Carriage, use or being in possession of a prescribed or regulated **weapon or dangerous article of any nature**.
- **Theft or unauthorised use of property** of any kind from any person at a work-placement facility or Gateway Training Academy facility.
- Not **adhering to health, safety** and relevant local, state, and national laws or **any reasonable**

File Name	Student Code of Conduct	SRTO	5.2e	Ver	2.2	Effective	20/08/2024
Author	R Evans	Currency	Current			Review by	July 2025
State Stds	-	Type	Policy			RTO Code	32305

**instructions** or directives from work placement staff, Gateway Training Academy staff or authorities.

Where behaviour is deemed to be improper or inappropriate, Gateway Training Academy will take necessary action, which may include counselling, verbal warnings, written warnings and/or removal from the course.

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