

Code of Conduct Policy

Purpose

This Policy establishes the expected standards of behaviour and conduct for all students of Gateway Training Academy. It ensures a safe, inclusive, respectful, and productive learning environment for all students, staff, and visitors, aligning with Gateway Training Academy's commitment to quality outcomes under the Standards for RTOs 2025.

The Code applies to students:

- While on Gateway Training Academy campus or at a third-party delivery site (e.g. work placement)
- During all Gateway Training Academy related activities, including online classes, workshops, assessments, and social events
- When using Gateway Training Academy provided resources, including digital learning platforms and email.

Principles

All students are expected to act with Integrity, Respect, Responsibility, and Professionalism at all times.

- **Integrity:** Be honest and trustworthy in all dealings with GTA and its community. This includes maintaining the highest standards of Academic Integrity.
- **Respect:** Treat all individuals (staff, students, visitors, industry partners) fairly, courteously, and without discrimination or harassment.
- **Responsibility:** Take ownership of your learning journey, actively participate, and adhere to all course and safety requirements.
- **Professionalism:** Conduct yourself in a manner that reflects a future workplace professional, including appropriate attire and language.

Standards of Conduct

Students are required to adhere to the following standards in all aspects of their engagement with Gateway Training Academy:

Academic Integrity and Engagement

Students must:

- Ensure all submitted work and assessment evidence is their original and genuine work
- Refrain from plagiarism, cheating (including during assessments), collusion, and contract cheating (using third-party services to complete assessments)
- Correctly reference all external sources and acknowledge any authorised collaboration
- Attend all scheduled training and assessment sessions as required to maintain satisfactory course progress
- Submit assessments by the agreed-upon due dates.

Respect and Anti-Discrimination

Students must:

- Treat all individuals with mutual respect and courtesy, regardless of their background, gender, race, religion, disability, or sexual orientation.
- Refrain from any form of harassment, bullying (including cyber-bullying), victimisation, or discrimination.
- Communicate respectfully with staff and other students in all formats (verbal, written, and digital).

Safety and Wellbeing

Students must:

- Comply with all Work Health and Safety (WHS) policies and procedures, including wearing required Personal Protective Equipment (PPE) where applicable
- Immediately report any hazards, injuries, or unsafe work practices to a Gateway Training Academy staff member
- Refrain from the possession, use, or distribution of illegal drugs or alcohol on Gateway Training Academy premises or at training sites, or from attending training while under the influence of such substances
- Refrain from any act of violence, aggression, or behaviour that endangers the health or safety of others.

Use of Property and Resources

Students must:

- Use Gateway Training Academy facilities, equipment, and resources (e.g. computers, tools, workshops) responsibly and only for their intended educational purpose
- Refrain from causing damage to, or theft of, Gateway Training Academy or the property of any staff member or fellow student
- Use Gateway Training Academy online systems and platforms in an ethical and lawful manner.

Breach of Code and Disciplinary Action

Any breach of this Student Code of Conduct will be managed fairly and transparently under Gateway Training Academy's Student Discipline and Misconduct Procedure to ensure procedural fairness is maintained at all stages.

Breach Management

- **Investigation:** The relevant manager (e.g. Training Manager, Compliance Officer) will investigate the alleged breach, ensuring the student is given a reasonable opportunity to respond to the allegations, either verbally or in writing, and may have a support person present.

- **Disciplinary Outcomes:** Depending on the severity and nature of the breach, disciplinary action may include, but is not limited to:
 - Verbal or Written Warning.
 - Requirement to attend counselling or support services.
 - Resubmission of assessment with a penalty (for academic misconduct).
 - Suspension from the course or RTO premises.
 - Cancellation of Enrolment.
 - Referral to relevant authorities (e.g. Police) for illegal acts.

Appeals

Students who disagree with a disciplinary outcome have the right to appeal the decision in accordance with Gateway Training Academy's Complaints and Appeals Policy.

Date:

06 October 2025

Chief Executive Officer Name:

Shahid Rana

Chief Executive Officer Signature:

