



# Train4Life

*Registered Training  
Organisation*

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## Code of ethics

Our code of ethics outlines the personal and academic conduct we expect you to comply with while studying with us, and accessing our websites and student platforms.

### General conduct

We expect you to behave honestly, ethically and responsibly in all dealings with us and your fellow students, following these principles:

- When communicating, focus on the situation, issue or behaviour, not on the person
- Maintain and protect the self-confidence and esteem of others
- Maintain constructive relationships with staff and fellow students
- Maintain a professional attitude and commitment toward learning
- Avoid the use of inappropriate language and behaviour in any communication with students and staff

Students who don't follow these principles, based on the nature of their misconduct, may potentially be withdrawn from their course, and may incur financial penalties such as loss of enrolment and tuition fees.

### Harassment

We won't tolerate any harassment, victimisation, bullying or any conduct that has the purpose or effect of interfering with an individual's study experience, or creating an intimidating, hostile, or offensive environment. This includes harassment, victimisation and bullying because of sex, race, national origin, religion, disability, sexuality or age, and includes both online and offline harassment. Examples of harassment, victimisation and bullying may include:

- Using strength or power to coerce others by fear;
- Behaviour that intimidates, degrades or humiliates a person;
- Aggression, threats, verbal abuse and behaviour which is intended to punish;
- Personality clashes, constant 'put-downs', and rudeness;
- Persistent, unreasonable criticism of students or trainers
- Student violence both physical and threatened against trainers
- Jokes and comments about someone's ethnicity, colour and race
- Pictures, posters, graffiti, electronic images which are offensive, obscene or objectionable

Such conduct, when experienced or observed, should be reported via our complaints process. We promptly investigate and respond to all complaints.

### Academic conduct and plagiarism

We expect you to maintain high standards of academic honesty and integrity, and consider the following to be examples of academic misconduct:

- Attempts to cheat in assessment tasks;
- Plagiarism, copying content from students or other sources;
- Submitting work that's not your own, or getting others to complete work;
- Acting dishonestly in undertaking assessment tasks; and
- Assisting other students to do any of the above

We'll conduct spot check reviews of submitted assessments to ensure that they're authentic. We also reserve the right to re-check competency after assessments have been marked should it come to our attention that academic misconduct has occurred; this may include asking students to submit additional assessments.

## **Plagiarism**

Plagiarism is the presentation and submission of another person's work as your own. While you're welcome to refer to other sources in your assessments, you must acknowledge the owner of the intellectual property.

Plagiarism can involve the use of someone else's argument, even if their exact words are not used, paraphrasing another author's sentences to present them as your own, or using a quote without referencing it correctly.

We take plagiarism very seriously, and all plagiarism will meet the following penalties:

- A first assessment judged as containing plagiarised content will receive a grade of Not satisfactory, and additional penalties imposed will take into account the nature and extent of the misconduct. You'll be required to resubmit the assessment and may be required to complete an alternative assessment.
- A second offence will result in the cancellation of your course.

If you believe that fairness has not been applied or procedures have not been followed, you may access the complaints and appeals process.

## **Online communications**

We expect you to use online communications and email appropriately. Examples of inappropriate use include chain email, virus hoaxes, spamming or content that is defamatory, sexually explicit, uses offensive language or is otherwise of an offensive nature.

We also expect you to adhere to our terms and conditions of website use for the duration of your studies.

## **Suspension and cancellation**

We have the right to suspend or cancel your enrolment due to:

- Academic misconduct
- General misbehaviour
- Failure to pay module fees
- Unsatisfactory course progress

If we suspend or cancel your course, you'll be notified in writing.

If you believe this decision was a result of procedural irregularities or factual errors, you may appeal this decision via our complaints process within 20 days of being notified of your suspension or cancellation