

Students' Code of Conduct

Rights and Responsibility

The adult learning environment at BCH encourages and supports the participation of people from diverse backgrounds. Our aim is for each student to have an equal opportunity to learn in a supportive environment.

Students' Rights

BCH recognise that students have the right to:

- Expect BCH to provide training of a high quality that recognises and appreciates their individual learning styles and needs,
- Have access to all of the college's services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation,
- Have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment,
- Be advised of the learning outcomes and prescribed assessment tasks for the training program of their choice prior to its commencement,
- Appeal for a review of the results of an assessment,
- Expect to achieve the published learning outcomes from their training program, if they, in turn, devote the necessary time and diligence to it,
- Learn from fully qualified, competent and diligent trainers who observe their responsibility to address their students' learning needs, assist them to achieve the course outcomes, and assess their work fairly,
- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination,
- Be treated with dignity and fairness,
- Expect BCH to be ethical and open in their dealings, their communications and their advertising,
- Expect BCH to observe their duty of care to them,
- Efficient handling of administrative matters and in the processing of fees, concessions, refunds etc.,
- Observe privacy and confidentiality, and secure storage and access of student records in accordance with the organisation's policies, to the extent permitted by law and the Standards for Registered Training Organisations (2015).

Students' Responsibilities

Students are responsible for:

- Understanding and accepting the enrolment conditions for the courses they undertake.
- Providing accurate information about themselves at the time of enrolment including their USI, and to advise BCH of any personal changes to their address or phone numbers within 7 days.

- Paying of all fees and charges associated with their course and providing their own course requirements where applicable.
- Sign in and out when attending training.
- Abide by the dress code for BCH
- Not cheat / plagiarizes in course work/ assessments submitted for assessment
- Recognising the rights of staff and other students to be treated with dignity and fairness, and behaving in an appropriate and acceptable manner towards them.
- Regular and punctual attendance.
- Ensuring they attend classes sober and drug free, and smoke in designated areas
- The security of their personal possessions while attending a course.
- Promptly reporting all incidents of harassment or injury to their designated trainer / assessor.
- Respect the college's property and observe policy guidelines and instructions for the use of equipment.
- Seeking clarification of their rights and responsibilities when in doubt.