

## ATQ College

- **Student & Staff Code of Conduct**

**Version 2.0**

**Reviewed on:**

**10.02.2026**

## Quality Self Assurance

The implementation of this code of conduct is a component of the ATQ College Quality/Compliance Self Assurance of all practices, systems, and processes complying with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 and all other relevant legislation, regulation and standards.

ATQ College aim's to provide its entire student community an equal opportunity to learn in an equally supportive environment. ATQ College is committed to continually provide a learning environment which encourages and supports the participation of students and staff members from diverse backgrounds.

### Student's rights

ATQ College recognises that students have the right to:

- Expect quality training and delivery which inculcate and helps to enhance individual learning styles and needs;
- Have access to all the services available and offered by ATQ College 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 the prior learning, acquired qualifications and experience appropriately recognised in determining the requirements for training and assessment;
- Be advised of the learning outcomes and prescribed assessment tasks for the training and course of study before enrolment and readily available at all times during and after the enrolment;
- Appeal for review of any academic, administrative decisions of ATQ College impacting the enrolment;
- Teaching/training from qualified, competent and diligent assessors focussed on their individual learning needs;
- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination (detailed in responsibilities below);
- Dealt and treated with utmost care, dignity and fairness;
- Expect ATQ College to be ethical and open in its communications and fair in the advertising;
- Expect the RTO to observe their duty of care to them;
- Confidentiality and security of student records in accordance with the regulatory guidelines and ATQ College's policies.

## Student & Staff responsibility

Students and staff at ATQ College **must not** engage in or incite any of the following:

- Discrimination against a person or group of persons due to:
  - Race, nationality, ethnicity, or descent
  - Sex, intersex identity, gender and transgender identity, or sexual orientation
  - Marital status, breastfeeding and pregnancy, parent or caretaker status
  - Religious or political beliefs
  - Employment or industrial activities
  - Age or physical traits
  - Irrelevant criminal activity
  - Disability or medical or mental health issues
  - Association with individuals with the attributes listed above.
- Violent or threatening behaviour, verbal or physical
- Use of offensive language, jokes, and behaviour
- Anti-Semitism; Anti-Semitism is the demonstration of hostility, prejudice or discrimination against Jewish people or Judaism as a religious, ethnic or racial group.
- Vilification through prohibiting offensive behavior, an act done by a person that is reasonably likely to offend, insult, humiliate or intimidate other persons or a group of people because of an attribute.
- Any kind of physical harm to any person.
  - This code of conduct must be read by the student as an extension of its rights and responsibilities explicitly mentioned in student handbook, letter of course offer and enrolment form.
  - This code of conduct must be read by staff members as an extension of their role and responsibilities explicitly mentioned in employment agreement and job statement/description.